THE HUMAN SERVICES REPORTING SYSTEM

The Human Services Reporting System (HSRS) is a data collection system for social service and mental health clients, the services they receive, and the funds expended. This information meets both state and federal reporting requirements.

I. WHERE TO GET HELP

For HSRS application questions/problems:

SOS DESK

The SOS DESK is operated for reporting questions and/or problems related to the client specific reporting. These questions may include form completion, screen entry, programmatic concerns, assistance with problem cases, printout or output report content questions, and training requests.

SOS DESK

Hours	9:00 - 11:30 12:30 - 2:30 You may call at other times and leave a message and someone will return your call at the beginning of the next shift.
Telephone	(608) 266-9198
E-mail Address	soshelp@dhfs.state.wi.us
FAX Number	(608) 267-2437
Address	Human Services Reporting System SOS Desk 1 West Wilson Street, Room 851 P. O. Box 7851 Madison, Wisconsin 53707-7851

The HSRS databases are online Monday through Friday from 6:30 A.M. to 9:00 P.M.*, and Saturday from 8:00 A.M. to 5:00 P.M.
*They are taken offline the last business day of every month at 5:00 P.M. for end of month report processing.

For network related problems:

WISCONSIN HELP DESK

The WISCONSIN HELP DESK is operated for support and inquiry for any Network concerns or problems. Its primary task is to respond to all user requests for assistance, general systems information, and information on procedural matters. The WISCONSIN HELP DESK should be called whenever a terminal, printer, or other piece of telecommunications equipment is not functioning properly. All problems with the network, whether they are hardware, application, telecommunications or response time should be reported to the WISCONSIN HELP DESK.
Toll free telephone: (866) 335-2180
Madison Telephone: (608) 261-4400
TTY (608) 246-2583
E-mail address: helpdesk@wi.gov

HSRS HANDBOOK AND TERMINAL OPERATOR'S GUIDE

The HSRS Handbook and Terminal Operator's Guide are both available on the Internet at http://dhfs.wisconsin.gov/hsrs/index.htm

II. DATA SECURITY ISSUES

The Human Services Reporting System (HSRS) program area has excellent security features to assure that client data is secure and kept confidential. The HSRS program area is one of several program areas with systems residing on the Department of Administration computer. Each program area has systems with sensitive data. Therefore, each system must have rules of access in order to maintain the integrity and confidentiality of the system data.

To request a new HSRS login ID, complete a DES-10 Computer Access Request form and FAX it to the SOS Desk at (608) 267-2437.

III. PASSWORD

You will need your USER ID number and current password each time you use HSRS. This information should be known to you and only you. It is important that this be kept confidential so that unauthorized persons cannot access any data on the system.

The first time you login, and at least every 30 days thereafter, you must establish a new password for yourself. Do not reuse the previous eight passwords. The procedure for doing this is the following:

1. SELECTION SCREEN is displayed:
   Enter Selection Here: IMSFP. Press Enter. Top of screen will display the message: SESSION READY FOR INPUT.

2. Press the F2 key. Blank entry fields for your USER ID and PASSWORD will be displayed.

3. USER ID: Key ID number
   PASSWORD: Key old password
   NEW PASSWORD: Key new password.
   New password:
   - must contain at least 1 numeric or special character (1, 2, 3, etc, #,@, *, $, etc.)
   - must be 7 to 8 characters in length
   -cannot be all numeric
   -cannot match any of your last 8 passwords.

4. Press the ENTER Key. Use only the new password the next time you log in.

IV. HSRS LOG IN

1. SELECTION SCREEN is displayed.
   Enter Selection Here: IMSFP

2. Press ENTER. TERMINAL CONNECTED TO IMS is displayed.

3. Press the F2 key. Blank entry fields for operator's USER ID and PASSWORD will be displayed.

4. Enter USER ID and password.

5. Press ENTER. Top of screen will display the message: SESSION READY FOR INPUT.

6. Type /for wØ8ØØo1 (one space after the /for).

7. Press ENTER. HSRS MAIN MENU will be displayed.

8. Make selection and press ENTER.

HSRS LOG OFF

1. Press the F10 key. HSRS MAIN MENU will be displayed.

2. Repeat the F10 key. You will be out of HSRS and back to SELECTION SCREEN.

V. LOCATING MENUS

The F keys at the top of the keyboard are set up to local menus:
F1 - Core Client Entry Menu
F2 - Inquiry Menu
F4 - General Menu
F5 - Main Menu - Also used for screen print on some screens.
F6 - AODA Entry Menu
F7 - Client Deletions Menu
F8 - Family Support Program Menu - Also used for Full Client Print on some screens.
F9 - Refresh screen - erases the information which appear on the screen.
F10 - Main Menu. Pressing it again will take you out of HSRS and log you off.

VI. NEXT SCREEN FUNCTION

The Next Screen function enables workers to move directly between entry screens without having to go through menu screens. In addition, the use of the Next Screen field will bring forward onto the new screen certain data elements such as Client ID Number and Episode Key, to facilitate easier interaction on the new screen.

To use the Next Screen function, type the screen number of your choice in the Next Screen field found on the lower right of all HSRS data entry screens. To ensure efficient and problem free passage among screens, please follow this two step procedure carefully:

1. Enter the next screen number together with the data you are entering on the present screen at the same time. Press Enter key. Data from the current screen together with the next screen indication are processed. (Next screen can be entered on inquiry screens also.)

   Do not enter the next screen number AFTER the current screen is processed. Such action will process the same screen again and may result in the error message Data Already Exists.

   Also, do not press the Enter key more than once. Such action will "stack up" the Next Screen requests in the memory of the computer. The result is that when you enter a number for a new Next Screen on a following screen, you will still get the previous Next Screen as many times as you had pressed the Enter key.

2. After the current screen has been processed (Client Successfully Registered, Updated, Services Added, etc.) together with Next Screen field, press the Page Up key to bring up the requested screen with the passed data. Do not press the Page Up key more than once. If pressed twice, the passed data might appear on the new screen but will not be recognized by the computer, and consequently be wiped out when the new transaction is processed.

   When an invalid screen number is entered on the current screen, and the Page Up key is pressed following successful processing, the Main Menu will be brought up.

VII. PRINTING AND FULL CLIENT PRINT

Successful transactions will be confirmed via messages on the entry screens. No turnaround documents will be produced automatically by the system at the conclusion of successful transactions. You may still wish to print copies for several reasons:

– for documentation in case files
– as reference points for future updates or error corrections
– indicating Client ID, Episode/Module Key, and Program Number as reference for future inquires and transactions

There are three methods to choose from to produce these paper copies:

– press the F5 key after a successful transaction message is received
– on some screens the F8 key may be used for Full Client Print. Both the registration and service screens print together.
– use screen AA for Full Client Print

The F5 print function is available on many HSRS screens and is indicated at the bottom of the screen. The F8 Full Client Print is gradually being added to other screens as time permits.

If you are using the next screen function, first press the F5 key to print the screen, and then press the Page Up key to move to the next screen.

FULL CLIENT PRINT

Full Client Print is a way of printing both the registration and services screens together versus printing each screen separately. It provides a complete picture of the client's episode(s).

There are two ways of obtaining a Full Client Print:

– the F8 key will produce a Full Client Print. (Look for this feature at the bottom of the screen.)
– screen AA will produce a Full Client Print for one or more or all episodes using Client ID.

VIII. WHEN - CLIENT SPECIFIC REPORTING

MODULE	REPORTING FREQUENCY	REPORTING *
CORE	Due at least twice per year by July 31 and the last business day of February of the following year.	1 year
LONG TERM SUPPORT	Due monthly by the last business day of the following month.	1 year
FAMILY SUPPORT PROGRAM	Due annually by the last business day of February of the following year.	1 year
ALCOHOL AND OTHER DRUG ABUSE	Due quarterly by the last business day of April, July, October and February.	1 year
MENTAL HEALTH	Due quarterly by the last business day of April, July, October and February.	6 months
BIRTH TO THREE	Due quarterly by March 30, June 30, September 30, and December 30.	1 year

* Recommended time period for reopening closed episodes.

Program data entered without optional dates will reflect activity in only one year (Origination Year). If such a program continues into the following year it must be re-entered to record that year's activity. If optional program dates (SPC Start Date and End Date) are used, the program remains open until the Program End Date is entered. In this case no re-entry of the program is necessary. It is expected that agencies reporting on-line will want to continue more frequent (daily or weekly) data entry to avoid keying backlogs and have up-to-date data available.

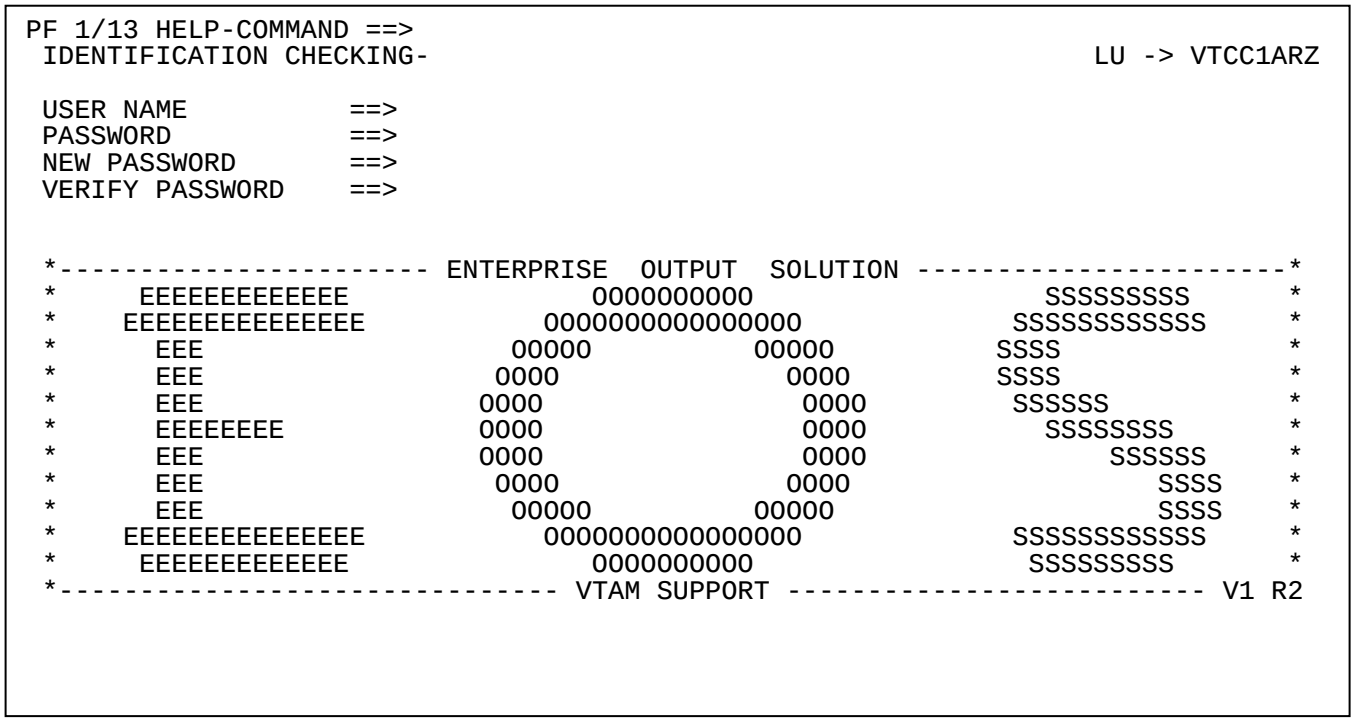
WHEN - HSRS EXPENSE REPORTING DDE-942
Due March 25 of the following year.

IX. ENTERPRISE OUTPUT SOLUTION (EOS)

EOS may be used to view and print most HSRS reports in county agencies. This is beneficial when a report is needed quickly, or when only select portions are needed. Also, this feature is useful for looking up information which you may not need to print.

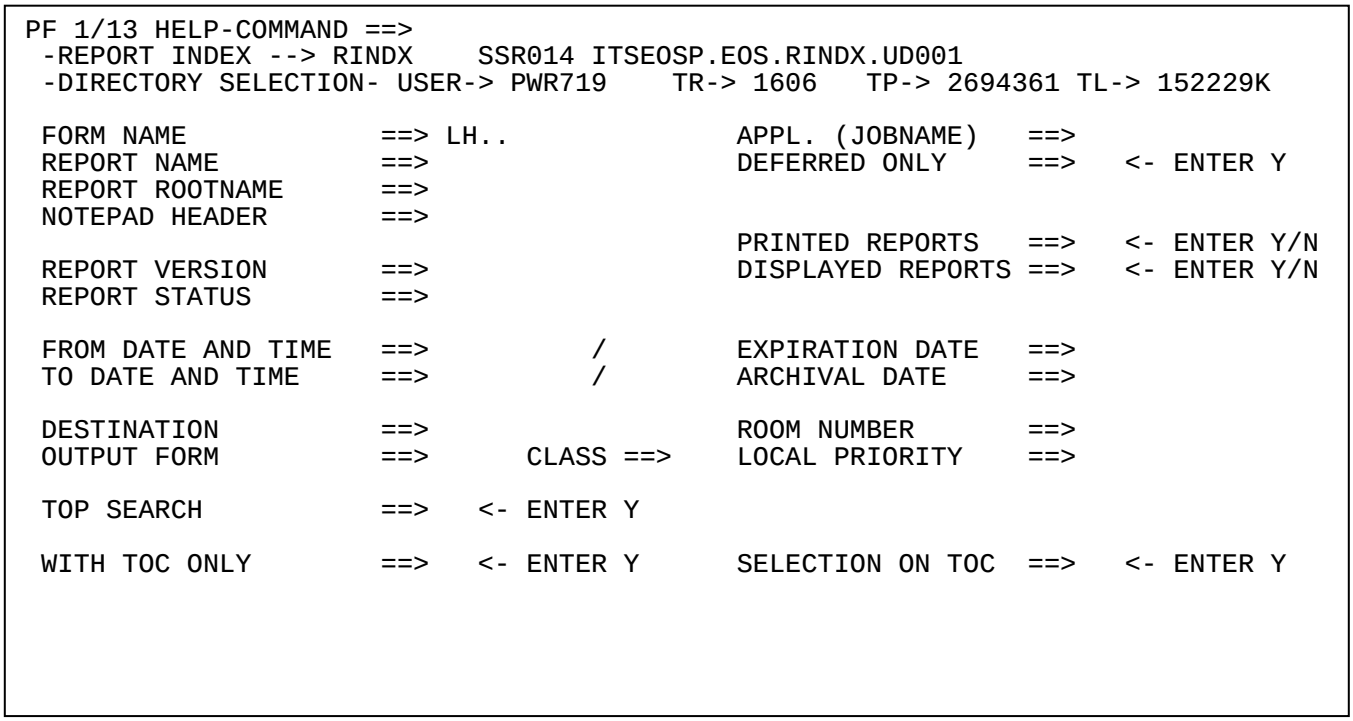
EOS LOG IN

— When SELECTION SCREEN is displayed; enter EOSP.
— Press ENTER.
— The following screen will be displayed.



— Type USER ID and PASSWORD; press ENTER.

A Directory Selection Screen will be displayed with your cursor in the Form Name field. If you know the form number, enter it and press Enter. A directory of reports matching that form number will be displayed. If you do not know the form number for the report you wish to view, enter LH.. in FORM NAME, press enter and a list of HSRS reports will be displayed.



VIEWING A REPORT

– Tab down to the report in the A column.
– Enter an S (Select) and press ENTER.
– (Enter a V to view different versions and press ENTER)

PF 1/13 HELP - COMMAND ==>
– REPORT INDEX - -> RINDX SS9006 ITSEOSP.EOS.RINDX.UDOO1
– REPORT DIRECTORY - USER - > OWR719 TR - > 2309 TP - > 3206092 TL - >

A-C-REPORT NAME- - -	- -FORM -	REPORT DESCRIPTION - - - -NOTEPAD HEADER - - -
HSRS-L330	LH16	SPC REVIEW DATE TICKLER
HSRS-L800	LH28	SPC PROV WAIVER CLIENTS UNIT RPT
HSRS-L810	LH29	WORKER WAIVER CLIENT UNITS SUM
HSRS-L253	LH13	ALPHABETIC SPC PROVIDER RPT
HSRS-L300	LHBG	LTS UNITS AND COSTS SUMMARY CY
HSRS-L103	LH03	TARGET GROUP BY SPC SERVICE SUMM
HSRS-S002	LH92	HSRS-MTHEND02 - PW0089CJ
HSRS-L502	LH19	JUDICIAL/ADMINIS REVIEW TICKLER
HSRS-S004	LH94	HSRS-MTHEND04 - PW0089EJ
HSRS-L910	LH31	WORKER COMBINED UNITS RPT
HSRS-L533	LH22	MONTHLY WORKER CSC SUMMARY
HSRS-L534	LH23	MONTHLY AGENCY CSC SUMMARY
HSRS-L700	LH26	SPC PROVIDER COP UNITS REPORT
HSRS-L710	LH27	WORKER COP UNITS SUMMARY
HSRS-L220	LH08	CASE REVIEW DATE TICKLER
HSRS-L104	LH04	SPC BY TARGET GROUP SERVICE SUMM
HSRS-L400	LH17	SPC PROVIDER SERVICE SUMMARY

MOVING AROUND THE REPORT

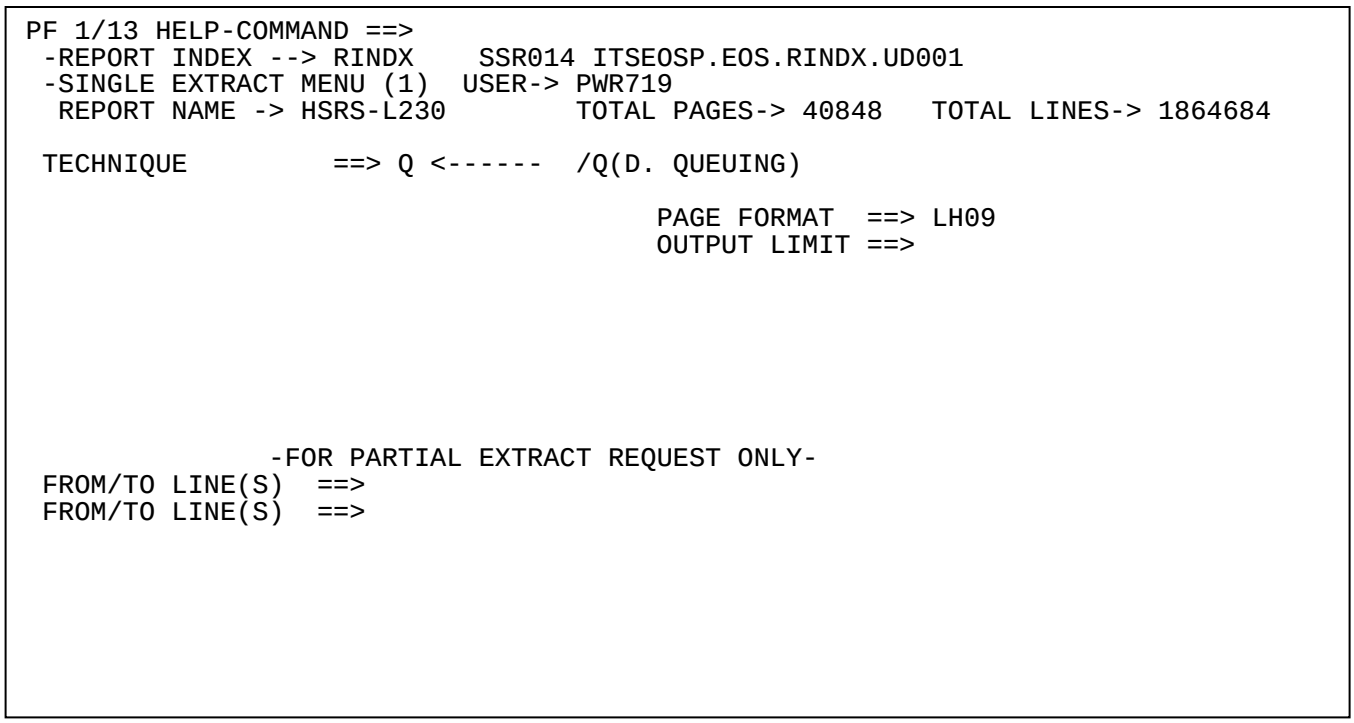
The screen will display only 20 lines and 80 characters of each line at one time. The reports contain 132 characters per line and as many lines as are needed. To bring different parts of the report to the screen use the following keys:
– F11 to look at the right side of the report
– F10 to move back to the left side
– F8 to move forward (down) in the report
– F7 to move backward (up) in the report
– m, F8 to move to bottom of report
– m, F7 to move to top of report

To find a specific person type F JOHN (find John) in COMMAND and enter, where JOHN is the value you are searching for. (This example will find all Johns as well as Johnsons.) You may also use ID or episode code (or portions of them) in the command. If you wish to continue looking for more occurrences of your search value, press the F5 key.

The number of pages appears at the upper right. To go to a specific page enter P9, where 9 is the page number you wish to go to.

PRINTING THE REPORT LOCALLY

– From the report list, Type P (print) in the A column next to the report you wish to print.
– The following screen will be displayed:



— Tab down to the FROM/TO line(s).
— Enter the pages you wish to print. Example: p5, p8 will print pages 5 through 8.
— Press ENTER.
— The following screen will be displayed:

```
PF 1/13 HELP-COMMAND ==>
 -REPORT INDEX --> RINDX    SSR014 ITSEOSP.EOS.RINDX.UD001
 -SINGLE EXTRACT MENU (2)  USER-> PWR719
  REPORT NAME -> HSRS-L230        TOTAL PAGES-> 2       TOTAL LINES->
 --------- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA DIRECT QUEUING) -------
    Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
 PRINT FORMAT (REP/SEP) ==>          /

 DEST       ==> u9999                      OUTPUT CLASS  ==> a
 FORM       ==>            COPIES ==>      WRITER NAME   ==>
                           FCB    ==>              UCS   ==>

 OUTPUT REFERENCES ==>          /          /          /

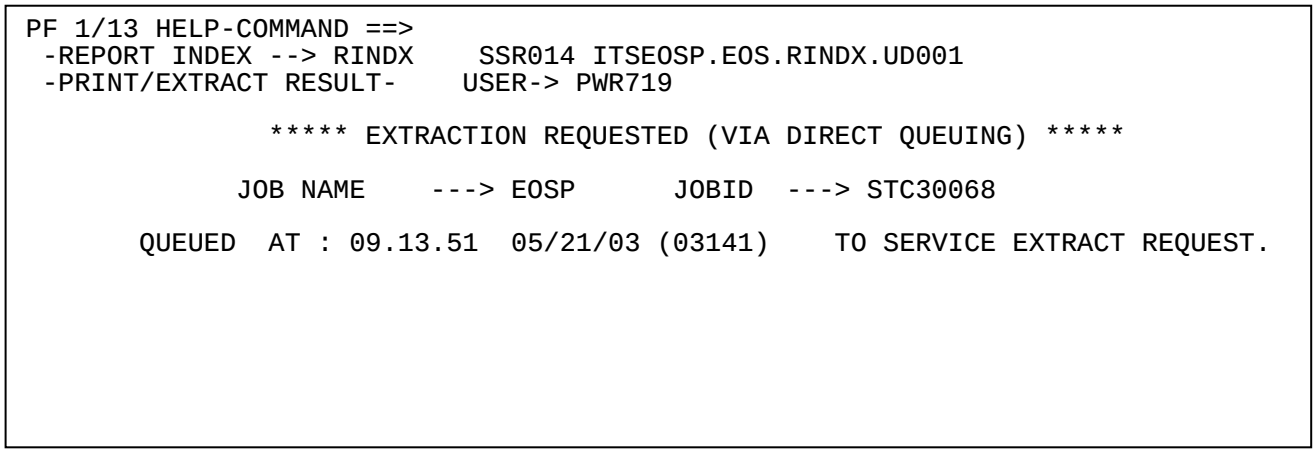
 HEADER LINES                              SEPARATOR NUMBER
    1 ==> PWR719                               USER (TOP/BOT)   ==> 0  / 0
    2 ==> SOS DESK                             REPORT (TOP/BOT) ==> 0  / 0
    3 ==> HFS                              WITH PACKET INDEX    ==> N
    4 ==>                                  DELETE AFTER EXTRACT ==> N
    5 ==> 6-9198**518
 LASER PRINTER    -----> NONE
```

- Enter the printer address in DEST (destination) which must be a U followed by four digits.
- Enter A in OUTPUT CLASS.
- The total number of pages will be listed on the top center.
- If the request is incorrect, enter C to cancel.
- The following screen will be displayed:

```
PF 1/13 HELP-COMMAND ==>
 -REPORT INDEX --> RINDX    SSR014 ITSEOSP.EOS.RINDX.UD001
 -PRINT/EXTRACT RESULT-    USER-> PWR719

               ***************** EXTRACT  CANCELLED ***************
```

- Press F3 again and redo the request.
- If the request is correct, enter a Y on the COMMAND line.
- Press ENTER.
- The following screen will be displayed:



— The data will then print.

— To exit, press F3.

SIGNING OFF OF EOS

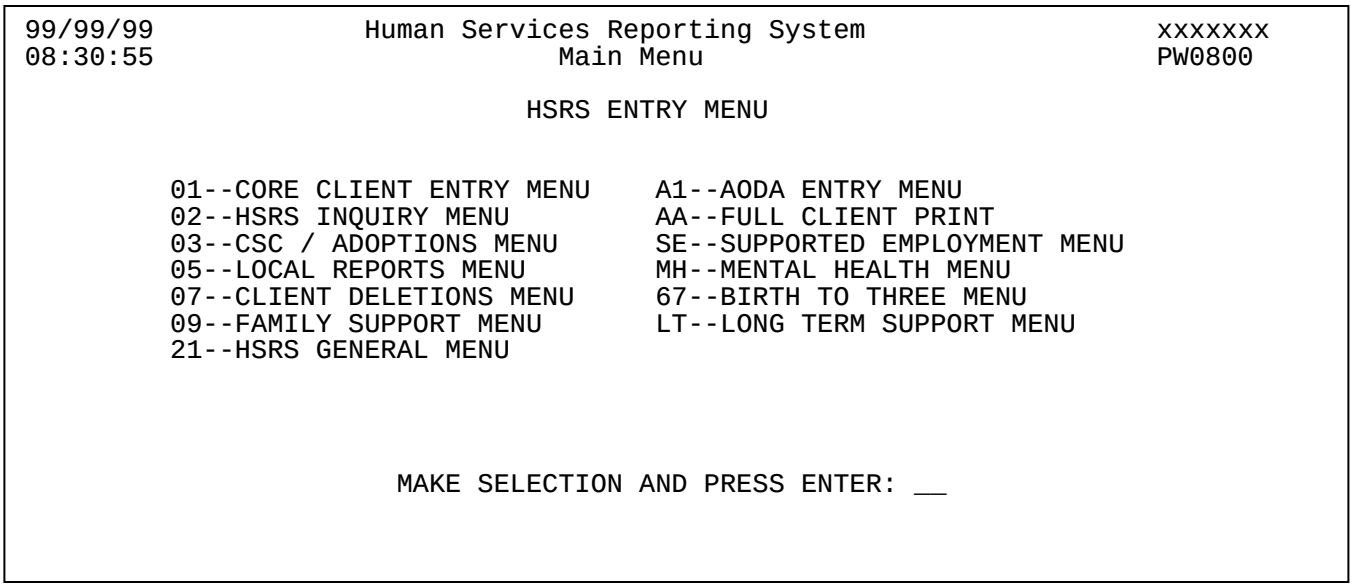
– Continue to press the F3 key until you are signed off.

VIEWING PROVIDER NUMBERS

To quickly get to your specific county provider numbers, after retrieving the report, type F 22NNNN, where 22 is the provider type for foster homes and NNNN is your reporting unit code. This will take you to the first occurrence of a foster home in your agency. (You must press the F5 key until your agency's numbers come up.) You may use the following provider types, followed by your reporting agency ID, to get your agency's providers numbers:

Foster Home	22NNNN
Adult Family Home	36NNNN
Adult Day Care	43NNNN
ICF-MR Facility	40NNNN
Supportive Home Care	70, 71, OR 72NNNN
Child Day Care	76, 77, 78, 79, OR 80NNNN
Nursing Home	86NNNN
Approved Ancillary Services	88NNNN
Other	89NNNN

X. HSRS MAIN MENU



MAIN MENU

XI. CORE SCREENS

```
06/13/05            Human Services Reporting System                  999999
 12:35:05                   Client Entry Menu                         PW0801


                            HSRS ENTRY MENU

                       11--CLIENT REGISTRATION N/U/I
                       14--CLIENT SERVICES NEW-E/U
                       15--MULTIPLE CLIENT SERVICE UNITS ENTRY









                       MAKE SELECTION AND PRESS ENTER: __



 Depress PF10 to return to HSRS Main Menu

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CORE MENU

```
06/07/05            Human Services Reporting System                  xxxxxx
 13:12:44                   HSRS INQUIRY MENU                         PW0802
            CORE                                    FAMILY SUPPORT
   11--CLIENT REGISTRATION                 94--FSP REGISTRATION
   86--CORE SERVICES                       96--FSP SERVICES
                                           98--SERVICES EXPENDITURES
            CSC                                     AODA
   33--CSC PAYMENTS                        A3--AODA REGISTRATION
   37--CSC HISTORY                         A5--AODA SERVICES
   86--CSC SERVICES                                ADOPTIONS
   88--CSC REGISTRATION + FISCAL           B1--ADOPTIONS REGISTRATION
            LTS                            B2--ADOPTIONS FINALIZATION
   L1--LTS REGISTRATION                            SUPPORTED EMPLOYMENT
   L2--LTS SERVICES                        S1--SE REGISTRATION
   L3--LTS MULTIPLE SERVICES/COSTS         S2--SE JOB INFORMATION
            MENTAL HEALTH                  S3--1 MONTH SEMI-ANNUAL REPORT
   M1--MH REGISTRATION                             BIRTH TO THREE
   M2--MH SERVICES                         68--BIRTH TO THREE REGISTRATION
   M4--CONSUMER STATUS                     69--BIRTH TO THREE SERVICES

                       MAKE SELECTION AND PRESS ENTER: __
 PF10 - MAIN MENU

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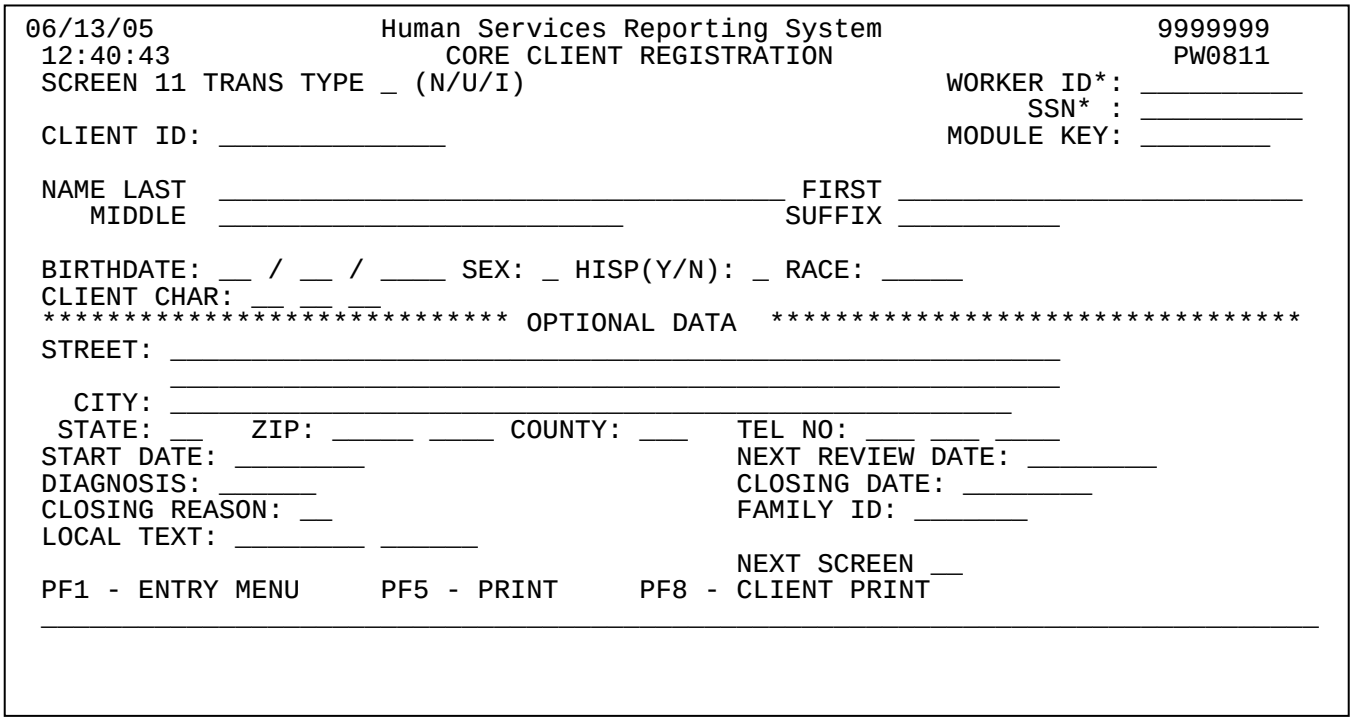
INQUIRY MENU



SCREEN 11 CORE REGISTRATION

Use to enter, update or inquire registration information

NOTES

When you register a client, the program checks to see if a client with an identical name, birthdate, and sex exists on the system. If the only difference between what is recorded on the system and what you are trying to register is a middle name or a suffix, you will get the following warning upon pressing Enter: "CLIENT MAY ALREADY EXIST ON HSRS; MUST PRESS PA1 FOR NAME INQUIRY." When you get to Screen 62 you will see all clients established for your agency with identical first and last names, birthdates, and sexes, together with their IDs.

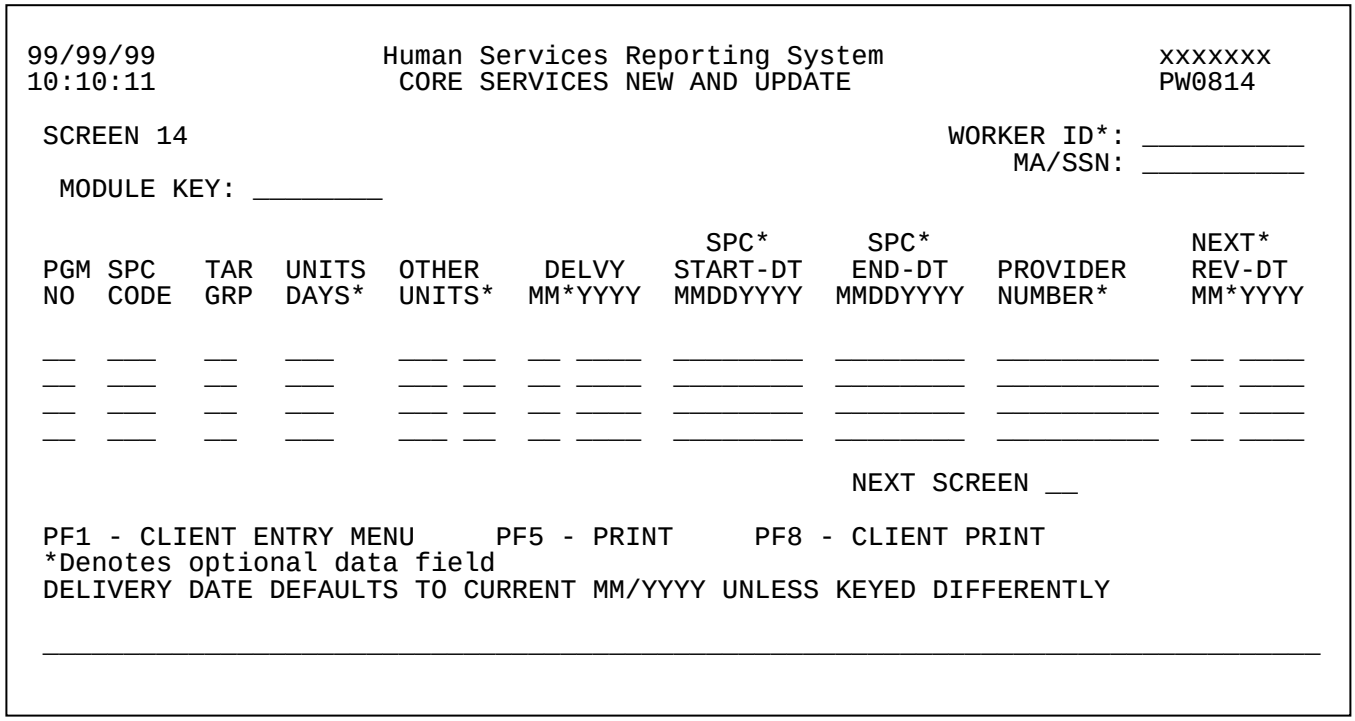
If you find the client you are trying to enter on the name search screen (62), enter an X in the Select column next to that client's name and 11 in the Next Screen field. Press Enter. The same screen will be returned with the client you have selected. Press the Page Up key to go to screen 11 with the information. You can now register the client as is, or if you choose, you can remove the name, birthdate, sex, and ethnic code but leave the ID in. You must enter the Client Characteristics. If an open Core episode exists for the client, you will receive a message rejecting your entry.

SCREEN 11 CORE REGISTRATION NEW (continued)

If the clients you see on Screen 62 with the same name, birthdate, and sex do not include the client you are trying to register, enter an X next to any client, enter 11 in the Next Screen field and press Enter. The return screen will display the name. Press Page Up to go to screen 11. Screen 11 returns with the information for the client from Screen 61. This information must be changed to your new client's information. To do so remove the ID and add (or remove) middle name and/or suffix and add Hispanic, Race codes and Client Characteristics. When you press Enter you will receive a new ID for this new client. YOU MUST follow this procedure via the Next Screen Function in order to get to Screen 11. If you go directly to Screen 11 the program will send you to Screen 61 again.

This edit also applies to Screens 25, 59, A3, S1, M1, 68, and L1.

Enter zeros to remove the middle name or suffix.



SCREEN 14 CORE SERVICES

Use to enter or update services.

NOTES

MODULE KEY - Required

PROGRAM NUMBER - Enter program number if already generated.

SPC CODE - Enter SPC to generate a new service.

UNIT DAYS - Three whole number places are provided. Example: 28 days = 28. This field is right-justified which means you do not have to zero fill the number.

CHANGING UNITS TOTAL FOR A GIVEN MONTH
If units are already entered for an SPC or Cluster for a given month, when you enter a different number of units for this program number for the same month on Screen 14, the new entry will REPLACE the old number of units. Use this method to error correct or update the actual total provided during a given month.

ADDING UNITS FOR A NEW MONTH
To add units for the same program but for a different month, enter the month (and year) for which you are entering the units and the number of units.

SCREEN 14 CORE SERVICES (continued)

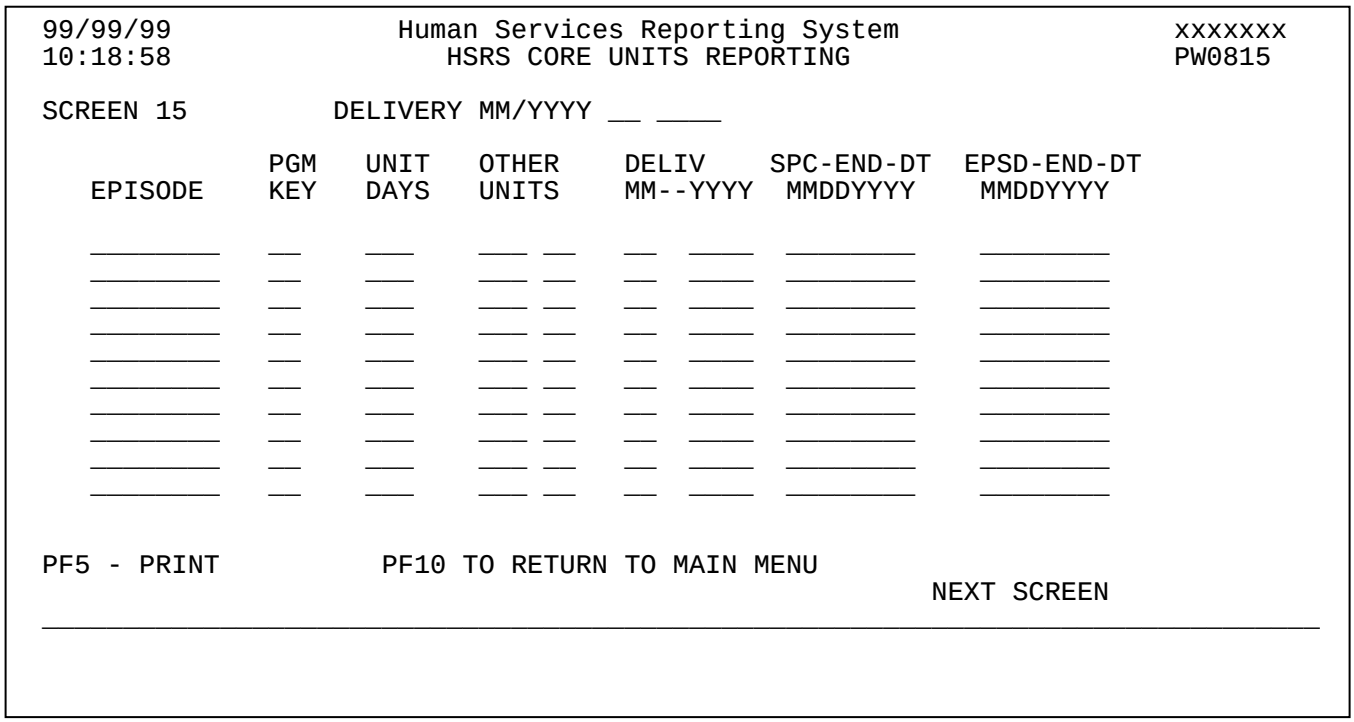
The system will both keep track of the number of units provided in a program for each month, and keep a cumulative count for the year to date. Thus, when viewing a services inquiry, the number of units shown will be the total number of units provided under this program for the year-to-date unless inquiry is requested for a specific month and/or year. In sum, units cannot be added to a given month - the new entry replaces the number.

OTHER UNITS - Three whole numbers plus two decimal places are provided. Example: 22.75. Do not enter the decimal point.

This field is right-justified which means you do not have to zero fill the number.

The same procedures apply for changing units or adding units as noted above under UNIT DAYS.

DELIVERY MM/YYYY - Enter only if different than current month and year. It is important to key this information when entering data after the end of the year for the previous year.



SCREEN 15 — CORE UNITS REPORTING

Use to enter units for several Core clients/episodes on the same screen.

NOTES

DELIVERY MM/YYYY – Enter the delivery month and year at the top of the screen. If units for different months are entered on this screen, enter the delivery month and year in the middle field -DELIV MM/YYYY. The date entered on the strip (middle field) will override the date entered at the top of the screen.

EPISODE – When making multiple entries for the same episode, you do not need to repeat the episode key on each line. Simply enter the episode key on the first entry line, then enter a quotation mark (“) under that episode key for each entry for this episode. This will eliminate the need to key the eight character episode key for each entry.

SPC END DT – Enter the SPC End Date only if you wish to close the service.

```
99/99/99              Human Services Reporting System                xxxxxxx
10:49:44                     SERVICES INQUIRY                        PW0886

SCREEN 86




                        EPISODE KEY:  _________

                        *DELVY: __ ____  AGENCY ID: ____
                                MM YYYY

                                                **NEXT SCREEN __


Depress ENTER - Process Query  PF2 - Client Inquiry Menu
PF8 - ID Inquiry   PF9 - Episode Inquiry  PF10 - Exit
*Defaults to current year unless keyed differently
**Leave next screen BLANK to select SPC on SCREEN 87
_____________________________________________________________________________
```

```
04/21/04              Human Services Reporting System                 xxxxxx
09:45:24                     SERVICES INQUIRY                         PW0887
SCREEN 87
CLIENT ID:  ________________   EPISODE CODE:  _________  MODULE TYPE:  __________
                                                         WORKER ID:   ___________
NAME:  ____________________________________________________________________

                                                SPC*      SPC*                NEXT*
SEL PGM SPC  TAR UNITS  OTHER    DELVY  START-DT  END-DT  PROVIDER   REV-DT
    NO  CODE GRP DAYS*  UNITS*  MM*YYYY MMDDYYYY MMDDYYYY NUMBER*    MM*YYYY

 _  __  ____  __  ____   ______ __ __ ____ _________ _________ __________ __ ____
 _  __  ____  __  ____   ______ __ __ ____ _________ _________ __________ __ ____
 _  __  ____  __  ____   ______ __ __ ____ _________ _________ __________ __ ____
 _  __  ____  __  ____   ______ __ __ ____ _________ _________ __________ __ ____
 _  __  ____  __  ____   ______ __ __ ____ _________ _________ __________ __ ____
 _  __  ____  __  ____   ______ __ __ ____ _________ _________ __________ __ ____

                                                          NEXT SCREEN: __
PF2 - INQUIRY MENU        PF5 - PRINT      PF8 - ID INQUIRY
PF9 - EPISODE INQUIRY     PF10 - EXIT

_____________________________________________________________________________
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SCREEN 86 CLIENT SERVICES INQUIRY BY EPISODE KEY
SCREEN 87

Enter episode Key on Screen 86 to view all services entered for that episode on Screen 87 (both active and closed). Entry of Delivery Month and Year will cause units for that month/year to be displayed. If no date is entered, the current year's units are shown. If only a year is entered, all units for that year are shown.

NOTES

SEL SPC - Key an X in the select SPC column to view or update a specific service; also key in a Next Screen number. Press Enter key. Press the Page Up key. The selected service will move forward to the chosen next Screen. A maximum of 4 SPCs per Screen can be moved forward using this function.

XII. GENERAL AND INQUIRY MENUS

```
99/99/99              Human Services Reporting System                  xxxxxxx
14:00:29                     HSRS GENERAL MENU                         PW0821



                      05--LOCAL REPORTS MENU INQUIRY
                      18--CSC/FSP/AODA/MH/B3/LTS OPTIONAL DATA
                      23--WORKER FILE INQUIRY/UPDATE
                      W1--WORKER NAME INQUIRY
                      46--EPISODE/MODULE TYPE LIST
                      61--CLIENT NAME SEARCH INQUIRY
                      P1--PROVIDER FILE INQUIRY
                      AA--FULL CLIENT PRINT



                      MAKE SELECTION AND PRESS ENTER:  __


PF10 - MAIN MENU
_____________________________________________________________________________
```

GENERAL MENU

```
06/07/05              Human Services Reporting System                  xxxxxx
 13:12:44                    HSRS INQUIRY MENU                         PW0802
            CORE                                      FAMILY SUPPORT
   11--CLIENT REGISTRATION                  94--FSP REGISTRATION
   86--CORE SERVICES                        96--FSP SERVICES
                                            98--SERVICES EXPENDITURES
            CSC                                       AODA
   33--CSC PAYMENTS                         A3--AODA REGISTRATION
   37--CSC HISTORY                          A5--AODA SERVICES
   86--CSC SERVICES                                   ADOPTIONS
   88--CSC REGISTRATION + FISCAL            B1--ADOPTIONS REGISTRATION
            LTS                             B2--ADOPTIONS FINALIZATION
   L1--LTS REGISTRATION                               SUPPORTED EMPLOYMENT
   L2--LTS SERVICES                         S1--SE REGISTRATION
   L3--LTS MULTIPLE SERVICES/COSTS          S2--SE JOB INFORMATION
            MENTAL HEALTH                   S3--1 MONTH SEMI-ANNUAL REPORT
   M1--MH REGISTRATION                                BIRTH TO THREE
   M2--MH SERVICES                          68--BIRTH TO THREE REGISTRATION
   M4--CONSUMER STATUS                      69--BIRTH TO THREE SERVICES

                       MAKE SELECTION AND PRESS ENTER: __
 PF10 - MAIN MENU
 _____________________________________________________________________________
```

INQUIRY MENU

Inquiry screens can be found in each individual module section.

```
99/99/99              Human Services Reporting System                xxxxxxx
14:02:00                 LOCAL REPORTS MENU INQUIRY                  PW0805

SCREEN 05

                                REPORTING UNIT ____

Depress ENTER - Process Query  PF2 - Client Inquiry Menu   PF10 - EXIT
```

```
99/99/99              Human Services Reporting System                xxxxxxx
14:04:12                  LOCAL REPORTS MENU                         PW0808

SCREEN 08                                        REPORTING UNIT: ____

         TRAN CODE     REPORT        MONTHLY/      PRINT      MICROFICHE
         A,C OR D      NUMBER       QUARTERLY      COPIES       COPIES

             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _
             _          ____           _            _            _

PF2 - CLIENT INQUIRY MENU  PF5 - PRINT  PF10 - EXIT
```

SCREEN 05 LOCAL REPORTS MENU
SCREEN 08

Enter reporting unit number on Screen 05 to view list of output reports received by agency on Screen 08. Use to add, change, or delete output reports received by the agency.

NOTES

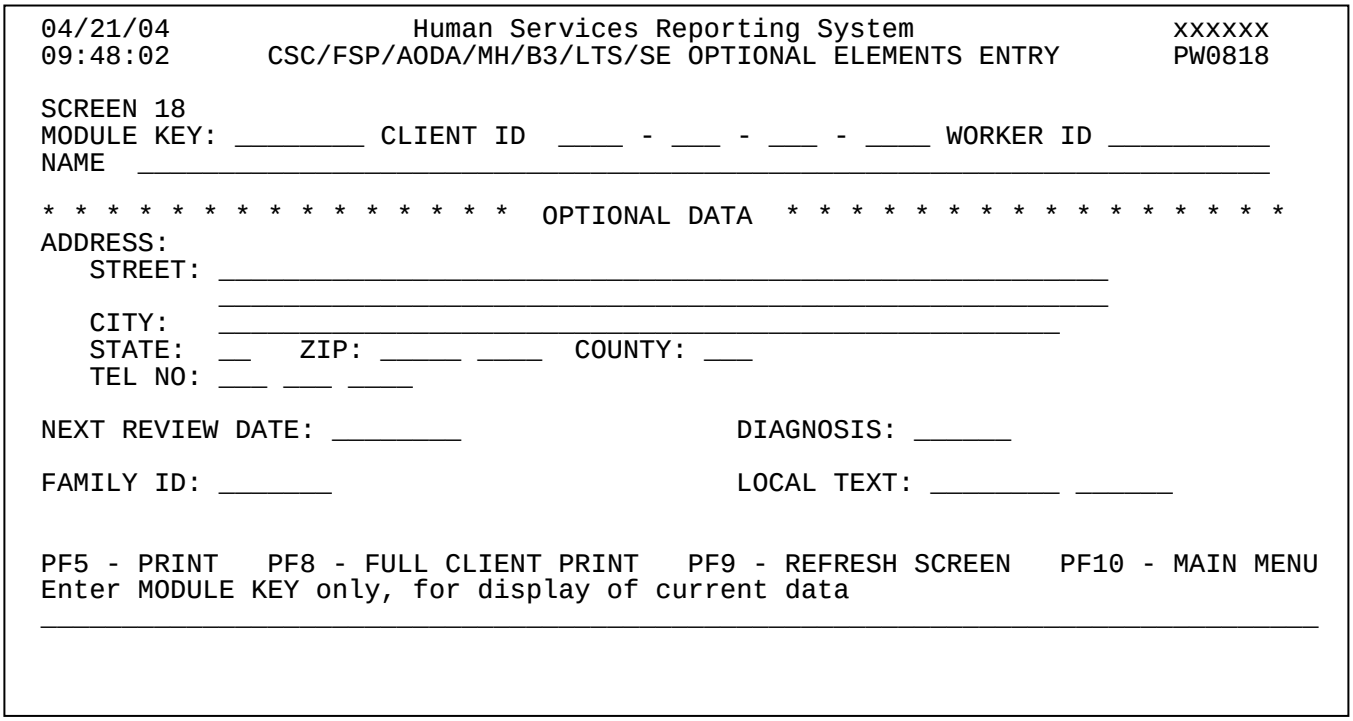
TRAN CODE - Transaction Code types are A = Add, C = Change, D = Delete

REPORT NUMBER - Enter four digit report number. See Appendix B of the HSRS Handbook for report numbers.

MONTHLY/QUARTERLY - Enter an M to receive the report monthly, or a Q to receive it quarterly.

PRINT COPIES AND MICROFICHE COPIES - Enter a one digit number up to eight.

Requested reports are automatically available on EOS on the first day of each month.

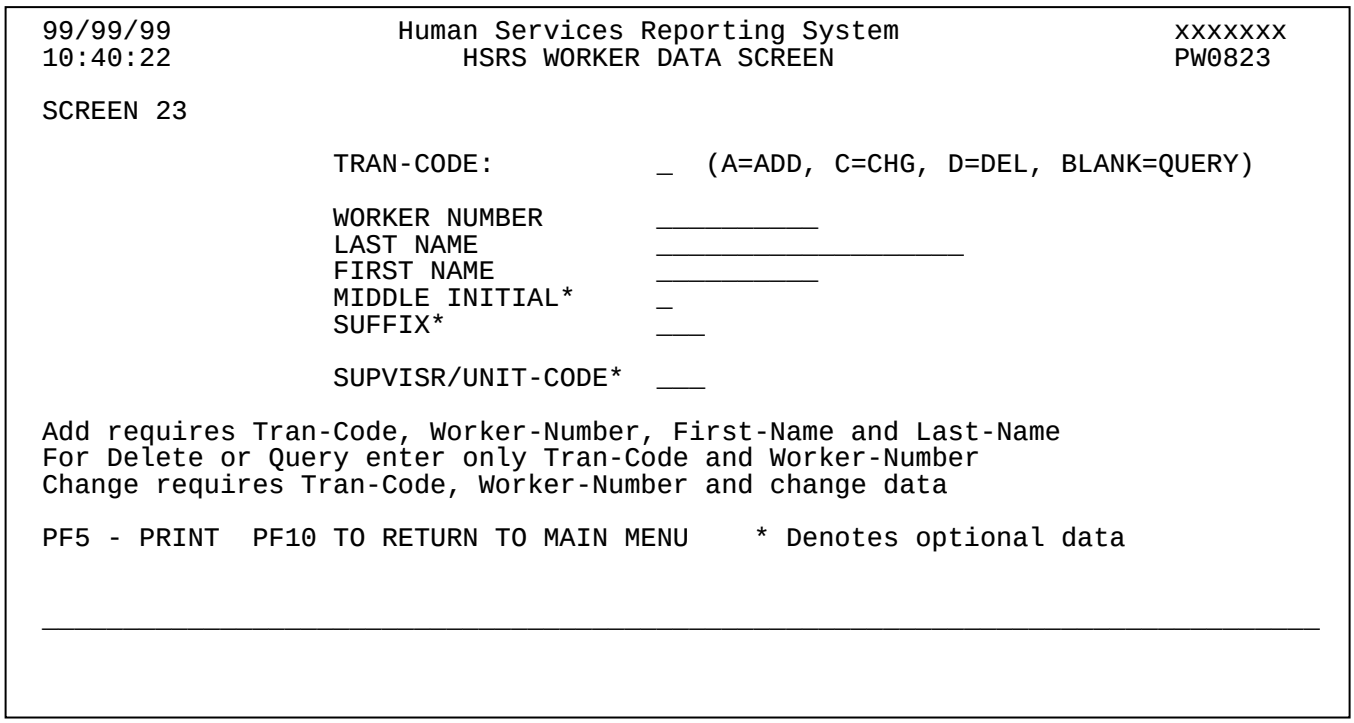


SCREEN 18 CSC/FSP/AODA/SE/MH/B3/LTS OPTIONAL ELEMENTS ENTRY/INQUIRY

Use to enter optional data elements for module clients.

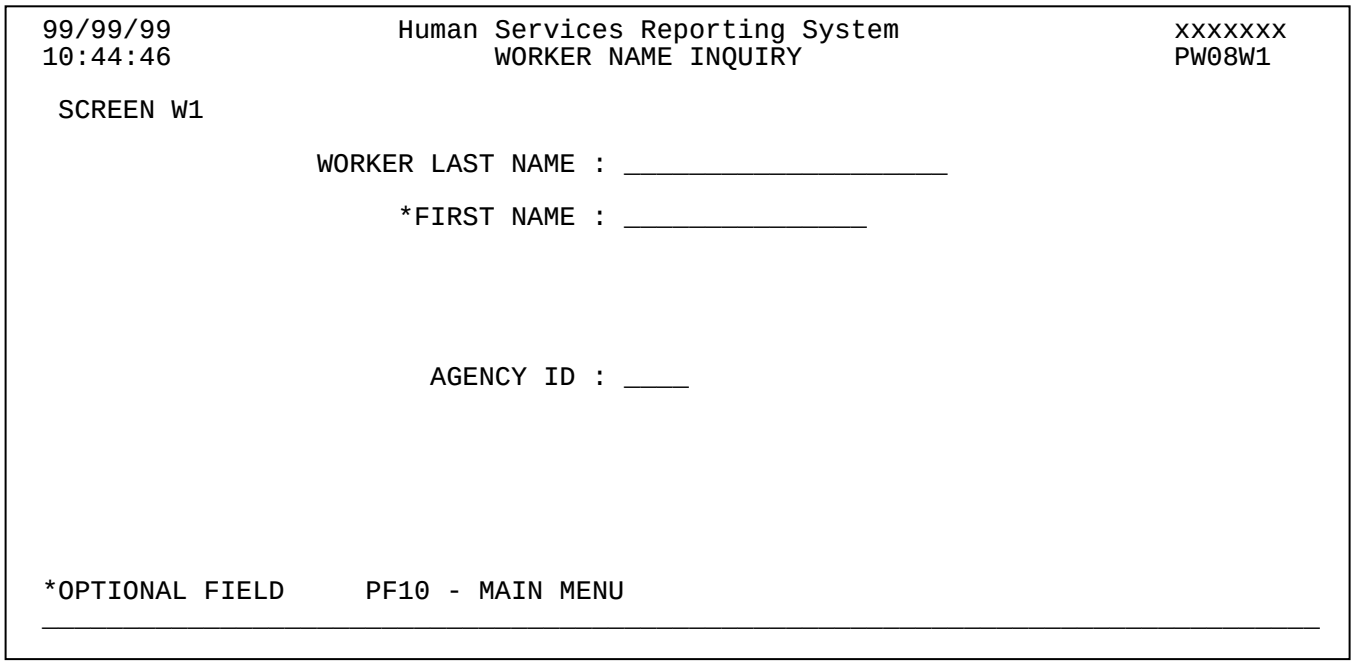
NOTES

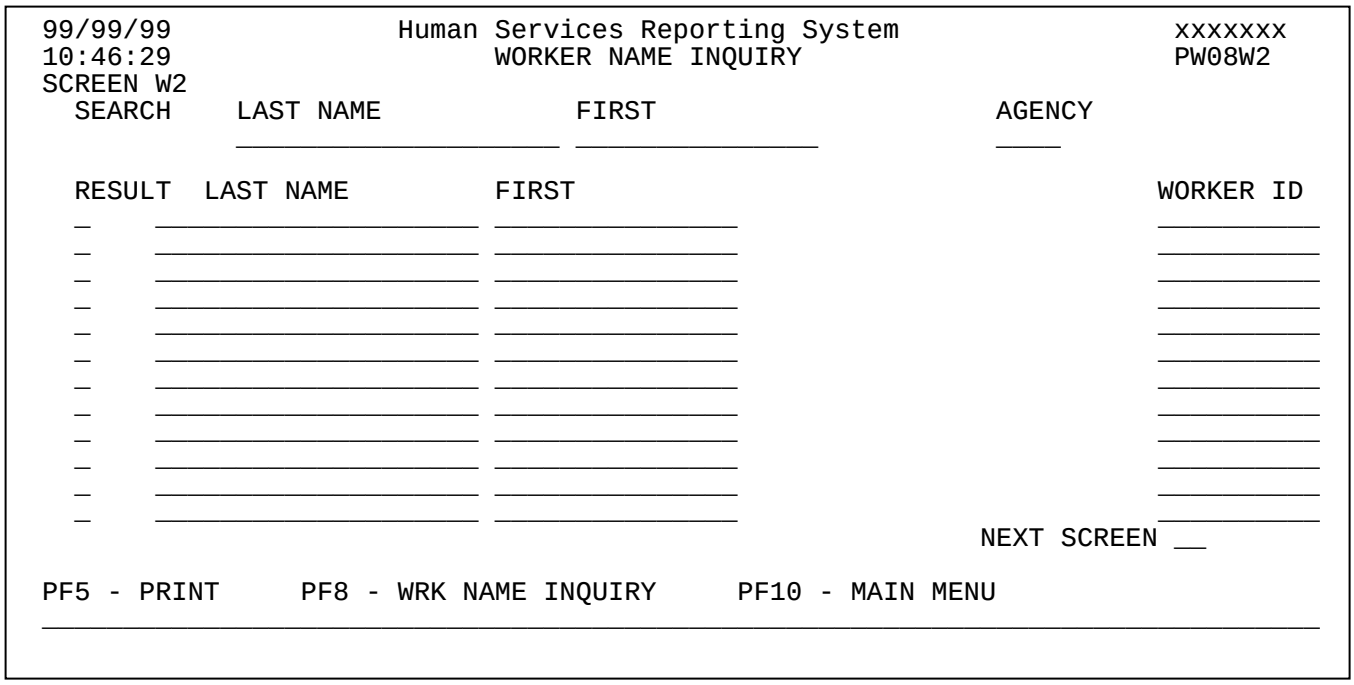
Enter Module Key and press enter to view current data.
Enter zeros to remove data.



SCREEN 23 WORKER NUMBER ENTRY AND INQUIRY

Use to add, change, delete, or query HSRS worker numbers.





SCREEN W1 WORKER NAME INQUIRY
SCREEN W2

Use partial or full worker name on Screen W1 to view worker ID number on Screen W2.

NOTES

The minimum requirement for the search is the first two letters of the last name. Type an asterisk (*) at the point of the truncated name.

```
99/99/99              Human Services Reporting System                xxxxxxx
11:06:03              EPISODE/MODULE TYPE LIST INQUIRY               PW0846

 SCREEN 46


                      CLIENT ID : _______________









                                                        NEXT SCREEN __

PF10 - MAIN MENU
_____________________________________________________________________________
```

```
04/21/04              Human Services Reporting System                xxxxxx
09:50:09              EPISODE/MODULE TYPE LIST INQUIRY               PW0847

 SCREEN 47
 CLIENT ID  _______________
 NAME _____________________________________________________________________
 SELECT  EPISODE    MODULE     ORIGIN   START     END       WORKER   AGENCY
  EPD      KEY                 DATE     DATE      DATE        ID       ID

   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____
   _     _________  __________ _________ _________ _________ __________ _____

                                                        NEXT SCREEN __
PF5 - PRINT   PF8 - EPD LIST INQUIRY   PF10 - MAIN MENU
_____________________________________________________________________________
```

SCREEN 46 EPISODE/MODULE TYPE LIST INQUIRY
SCREEN 47

Enter the Client ID number on Screen 46 to view all episodes associated with a client, both opened and closed for all modules on Screen 47.

NOTES

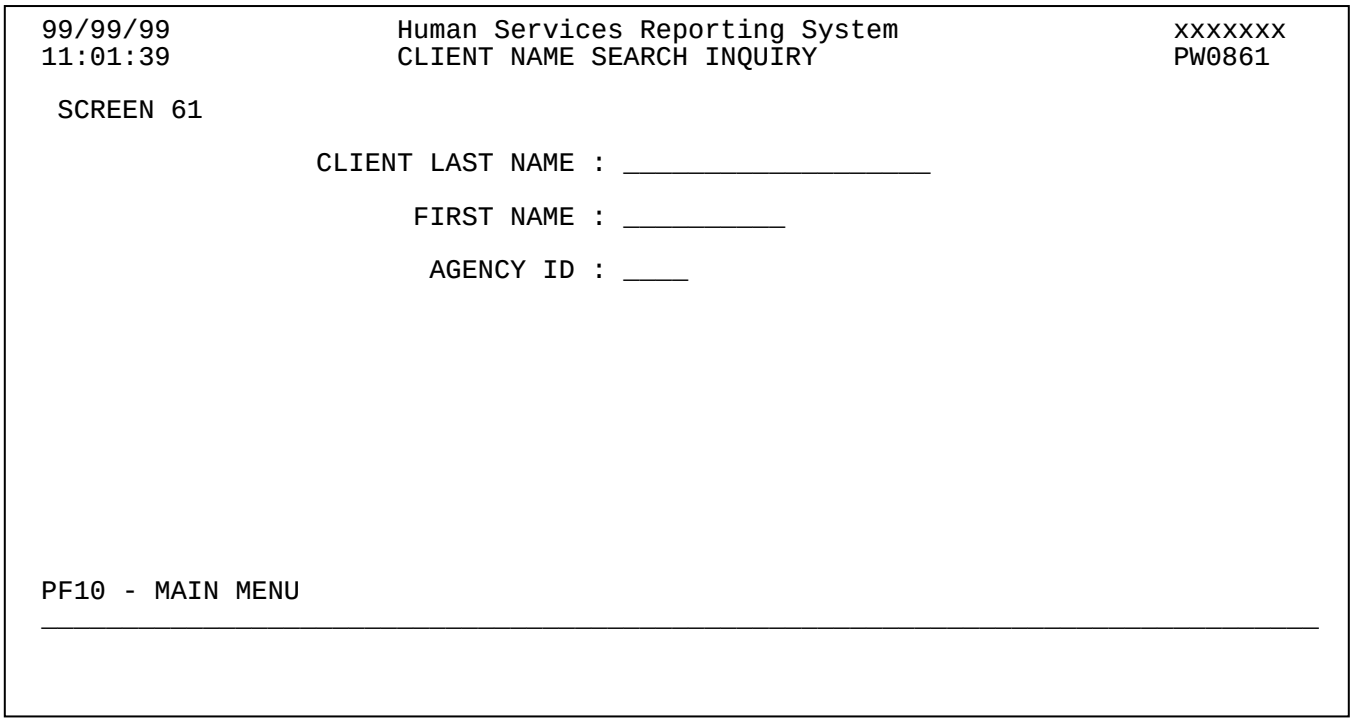
SELECT EPD – To inquire one of the episodes, move the cursor to the chosen episode in the Select Episode field and type X. Then, enter the Next Screen of your choice in the lower right-hand corner.

SCREEN 46 & 47 EPISODE/MODULE TYPE LIST INQUIRY (continued)

If you have entered it on the previous Screen 46, make sure it is the screen you want to see next. Press enter. You will see a listing on Screen 47 showing only the episode you have selected. Press the Page Up key and the next screen of your choice with the client's data carried forward will be displayed.

In selecting a Next Screen, you can move to all inquiry, update, error correct, and deletions screens.

ORIGINATION DATE – The date the information was keyed into the system.

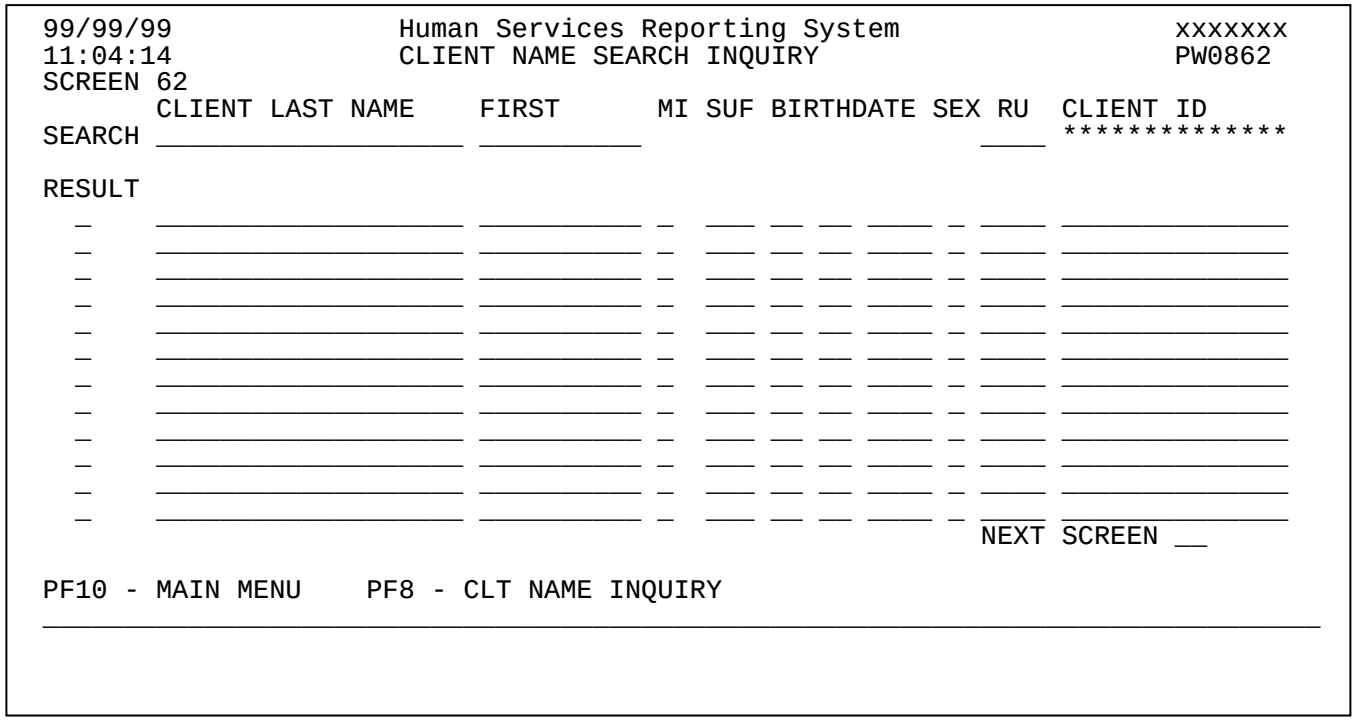


SCREEN 61 CLIENT NAME SEARCH INQUIRY

Use to locate names and client ID numbers previously entered. The information will appear on Screen 62.

NOTES

Enter the client information available. If there is uncertainty about the name, enter only the beginning letters of the last and first name. Type an asterisk (*) at the points of the truncated name. For example, if you are not sure whether the last name is Smith or Smythe, type Sm*. The minimum requirement for the search is at least the first two letters of the last name. Use the Client Name Search to avoid entering duplicate clients.



SCREEN 62 — CLIENT NAME SEARCH INQUIRY (DISPLAY)

This Screen is displayed after a Client Name Search Inquiry is made. Screen 62 will return up to twelve names that meet the description entered on Screen 61. If more than twelve names meet the description, you will be asked to press Enter in order to view more names. If no names match the description, a message will indicate that.

NOTES

SEARCH RESULT - If you wish to further inquire a specific client that the search located, or to enter data, place an X in the Search Result column on the left-hand side of the Screen, and the number of the next Screen you would like to go to in the Next Screen field on the lower right-hand side. Press enter. You will see a listing on Screen 62 showing only the client you have selected. Press the Page Up key and the next Screen of your choice with the client's data carried forward will be displayed.

```
99/99/99              Human Services Reporting System                  xxxxxxx
11:13:44                     PROVIDER INQUIRY                          PW08P1
  SCREEN P1

              PROVIDER NUMBER: __________      PROVIDER TYPE: __

              COUNTY CODE: ___   enter WI for state search

              PROVIDER NAME 1: _____________________________
              PROVIDER NAME 2: ________________

                NOTE:  enter an * in name fields to represent
                       an unknown letter or at the end of the
                       name or provider number for a partial
                       search of those fields.




PF2 - INQUIRY MENU   PF5 - PRINT     PF9 - REFRESH SCREEN    PF10 - MAIN MENU
_____________________________________________________________________________
```

```
99/99/99              Human Services Reporting System                  xxxxxxx
11:15:29                  PROVIDER INQUIRY LIST                        PW08P2
SCREEN P2
       PROVIDER   PROV  CTY   PROVIDER                          PROVIDER
        NUMBER    TYPE  CODE  NAME1                             NAME2

SEARCH __________  __    ___  _________________________________  ________________
 SEL
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________
  _    __________  __    ___  _________________________________  ________________

PF2: INQ MENU   PF5: PRINT   PF8:  BACK   PF9: ENTRY (P1)  PF10: MAIN MENU

_____________________________________________________________________________
```

SCREEN P1	PROVIDER NUMBER INQUIRY
SCREEN P2	PROVIDER NUMBER INQUIRY LIST

Use to inquire provider information by:
number, provider type, name, or county

Enter information on Screen P1 and Screen P2 will return with the provider listing.

NOTES

Wild cards can be used as unknown values in the provider inquiry. There are two wild cards for
Screen P1:

– an asterisk (*) is used for a ONE position wild card and
– a percent sign (%) is used for a MANY position wild card.

These wild cards can be used in any fields on Screen P1.

COUNTY CODE (P1) - County code will default to the inquiring agency's code unless otherwise indicated. WI can be entered for a statewide search, but this can return many names and should be used only when appropriate.

SEARCH SEL (P2) - If you want additional information on one of the providers displayed on P2, move the cursor to the chosen provider in the Search Select field, type X, and press enter. Screen 91A will be returned with detailed information about the chosen provider.

SOME EXAMPLES:

1. Search for a provider number with "luth" in the name. On Screen P1 enter %luth% on the Provider Name 1 line and press enter. Screen P2 will return with a list of providers that fit that description. (If you need more data on one provider, put an X in the Search Select column on the left and press enter. Screen 91A will return with all data about that provider.)

2. Partial provider number search. You may search for provider numbers if you only know a few digits of the number.

3. Search for all providers in a specific type category such as Adult Family Home--type 36. On Screen P1 enter a 36 in Provider Type. Screen P2 will return with all Adult Family Homes within your county or the county code you entered.

```
99/99/99              Human Services Reporting System                 xxxxxxx
11:17:51                      PROVIDER FILE                           PW0891A

SCREEN 91(A)

       PROVIDER NUMBER   __________
         FACILITY NAME   ________________________________
OPERATOR(S)/PARENT ORG   ________________________________
               ADDRESS   ________________________________
                  CITY   ____________________________
             ZIP CODE    ______
                COUNTY    ___
         PROVIDER TYPE    __
               LICENSE    __
      LIC AGENCY NAME     ____________________________
  REQUESTING AGENCY RU    ____                    BOARD OP FAC    ____
  CURRENT MONTHLY RATE    ________          PREV MONTHLY RATE     ________
    CURRENT DAILY RATE     _______            PREV DAILY RATE      _______
       ACTIVE PROV IND    _                    EFFECTIVE DATE    _________
            DATE KEYED    _________

Press ENTER for second page of Screen 91.
_____________________________________________________________________________
```

```
99/99/99              Human Services Reporting System                 xxxxxxx
11:19:40                      PROVIDER FILE                           PW0891B

SCREEN 91(B)



         FOSTER FAMILY STRUCTURE  _

         FIRST FOSTER CARETAKER:
                  BIRTH YEAR  ____
                   HISP(Y/N)  _
                        RACE  _____

         SECOND FOSTER CARETAKER:
                  BIRTH YEAR  ____
                   HISP(Y/N)  _
                        RACE  _____



PF2 - INQUIRY MENU    PF5 - PRINT    PF9 - REFRESH SCREEN     PF10 - MAIN MENU
_____________________________________________________________________________
```

SCREEN 91A — PROVIDER FILE INQUIRY
SCREEN 91B

Screens 91A and 91B will return with information about a specific provider when a selection is made on Screen P2.

NOTES

Screen 91A - Do NOT use (P) F keys on Screen 91A. Pressing ENTER transfers you to Screen 91B.

SCREEN 91B –

If a (P)F key was mistakenly used on Screen 91A, use the ENTER key on Screen 91B to exit.

If a (P)F key was used on both Screens 91A and 91B, one of the following messages will appear: PROGRAM FUNCTION KEY LITERAL ALLOWED ONLY ONE PER MESSAGE, or INPUT MUST BEGIN FROM FIRST PHYSICAL PAGE. Press the PAUSE key and reenter /for WØ8ØØo1.

FULL CLIENT PRINT SCREEN

```
99/99/99                 Human Services Reporting System                xxxxxxx
11:22:54                  HSRS Full Client Print Entry                  PW08AA
SCREEN AA

                      CLIENT ID:  _______________   *YEAR: ____

                             _   COR      _   CSC      _   ADOP
                             _   COP      _   FSP      _   SE
                             _   MA       _   AODA     _   LTS
                             _   B3       _   MH
                                 _   ALL MODULES

                             _ **ALL EPISODES WITHIN MODULE(S)

                          AGENCY:  ____ (MIS section + REGIONAL OFFICES only)

  *Specifies year for which units/costs will be shown.
   If no year is entered total units/costs (ALL years) will be printed.
 **IF NOT selected then ONLY the most current episode per module is displayed.
  # Module unavailable at this time
        ENTER - PROCESS QUERY    PF2 - INQUIRY MENU    PF9 - REFRESH SCREEN
        PF10 - MAIN MENU
_____________________________________________________________________________
```

```
04/21/04                 Human Services Reporting System                xxxxxx
11:16:55                      HSRS Full Client Print                     PW08BB
SCREEN BB
CLIENT ID: _______________
NAME: _____________________________________________________________________

   _ PRINT ALL EPISODES DISPLAYED
                          START      END                          START      END
 MODTYPE SEL EPISODE       DATE      DATE    SEL  EPISODE         DATE      DATE
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
   ___    _  _________   _________ _________  _   _________ _________ _________
PF2 - INQUIRY MENU    PF5 - PRINT    PF9 - ENTRY SCREEN AA    PF10 - MAIN MENU
_____________________________________________________________________________
```

SCREEN AA	FULL CLIENT PRINT ENTRY
SCREEN BB	FULL CLIENT PRINT Enter Client ID and an X next to the episode type on Screen AA that you wish to print. Screen BB returns. Select episode(s) you wish to print on screen BB.

FULL CLIENT PRINT

```
--------------------------------------------------------------------------------
________                Human Services Reporting System                 ________
________                     CORE CLIENT DATA                            PW081A
Use SCREEN 12 to Update
AGENCY ID: ____                                          WORKER ID:  _________
                                                          MA / SSN:  _________
CLIENT ID: _____________   EPISODE CODE: ________

NAME: ____________________________________________________________________________
BIRTHDATE: __ / __ / ____   SEX: _    HISP(Y/N): _   RACE: _____

CLIENT CHAR: __ __ __
**************************** OPTIONAL DATA  ********************************
STREET: ____________________________________________________
        ____________________________________________________
  CITY: ____________________________________________________
 STATE: __    ZIP: _____ ____  COUNTY: ___   TEL NO: ___ ___ ____
START DATE: ________                          NEXT REVIEW DATE: ________
DIAGNOSIS: ______                             CLOSING DATE: ________
CLOSING REASON: __                            FAMILY ID: _______
LOCAL TEXT: ________ ______

*/* */* */* */* */* */* */* */* */* ****** */* */* */* */* */* */* */* */* */*

                              CORE SERVICES
Use SCREEN 14 to Update

 EPISODE CODE: ________      WORKER ID: _________      UNITS FOR YEAR: ____
                                    SPC                SPC                 NEXT
 PGM SPC   TAR  UNITS   OTHER      STRT-DT            END-DT    PROVIDER  REV-DT
 NO  CODE  GRP  DAYS    UNITS      MMDDYYYY           MMDDYYYY  NUMBER    MM YYYY

 __  ____  __   _____   ______ __  ________           ________  ________  __ ____
```

XIII. FAMILY SUPPORT PROGRAM SCREENS

```
 99/99/99              Human Services Reporting System                  9999999
 11:07:43                                                               PW0809
                             Family Support Menu



                        59--CLIENT REGISTRATION-NEW
                        78--MULTIPLE CLIENT UNITS REPORTING
                        79--CLIENT DATA-NEW + UPDATE
                        84--CLIENT REGISTRATION-UPDATE
                        93--CLIENT SERVICES-NEW + UPDATE



                        MAKE SELECTION AND PRESS ENTER: __



 Depress PF10 to return to HSRS Main Menu

_____________________________________________________________________________
_
```

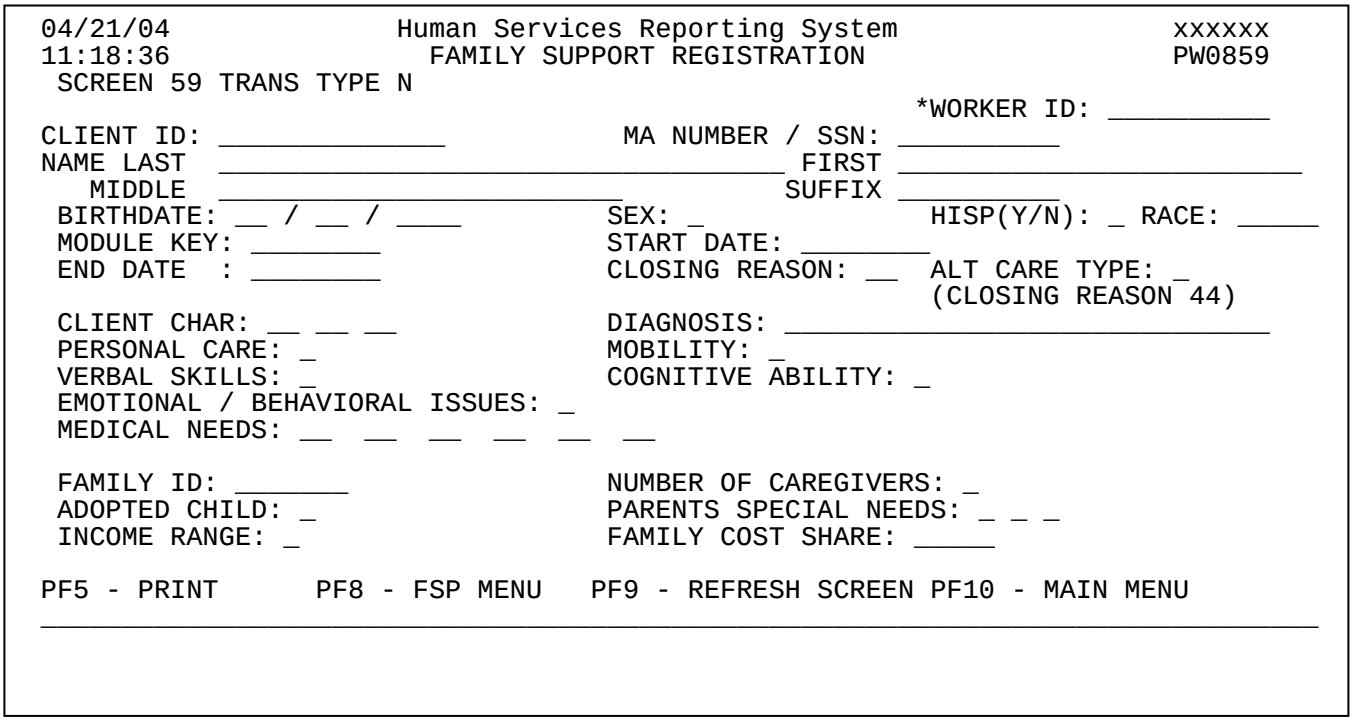
FAMILY SUPPORT MENU

```
06/07/05              Human Services Reporting System                  xxxxxx
 13:12:44                    HSRS INQUIRY MENU                         PW0802
             CORE                                      FAMILY SUPPORT
   11--CLIENT REGISTRATION                 94--FSP REGISTRATION
   86--CORE SERVICES                       96--FSP SERVICES
                                           98--SERVICES EXPENDITURES
             CSC                                       AODA
   33--CSC PAYMENTS                        A3--AODA REGISTRATION
   37--CSC HISTORY                         A5--AODA SERVICES
   86--CSC SERVICES                                  ADOPTIONS
   88--CSC REGISTRATION + FISCAL           B1--ADOPTIONS REGISTRATION
             LTS                           B2--ADOPTIONS FINALIZATION
   L1--LTS REGISTRATION                              SUPPORTED EMPLOYMENT
   L2--LTS SERVICES                        S1--SE REGISTRATION
   L3--LTS MULTIPLE SERVICES/COSTS         S2--SE JOB INFORMATION
             MENTAL HEALTH                 S3--1 MONTH SEMI-ANNUAL REPORT
   M1--MH REGISTRATION                               BIRTH TO THREE
   M2--MH SERVICES                         68--BIRTH TO THREE REGISTRATION
   M4--CONSUMER STATUS                     69--BIRTH TO THREE SERVICES

                        MAKE SELECTION AND PRESS ENTER: __
 PF10 - MAIN MENU

_____________________________________________________________________________
```

INQUIRY MENU



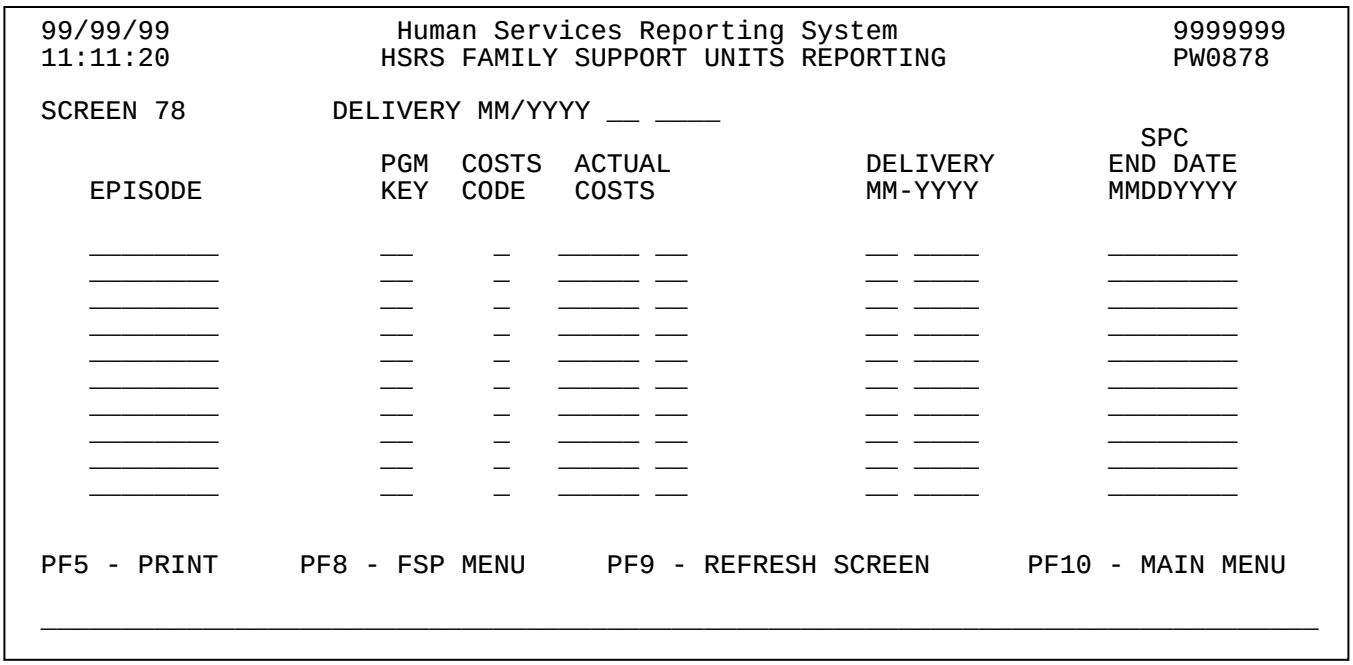
SCREEN 59 FAMILY SUPPORT PROGRAM CLIENT REGISTRATION - NEW

Use to enter registration information for new clients, or to reregister a closed client in the Family Support Program Module.

NOTES

NEXT SCREEN - Next Screen is programmed to move to Screen 79. After a successful transaction message, press the Page Up key to go to Screen 79.

REREGISTRATION - When reregistering a Family Support Program client using a valid HSRS ID, the Name/Birthdate/Sex of the client cannot be changed (from its original entry) on this screen. A new episode will be successfully opened, but a message will indicate that you must; USE 92 TO UPD HI FIELDS. (Use Screen 92 to update highlighted fields.)



SCREEN 78 FAMILY SUPPORT PROGRAM UNITS REPORTING

Use to enter costs for several FSP clients/episodes on the same screen.

NOTES

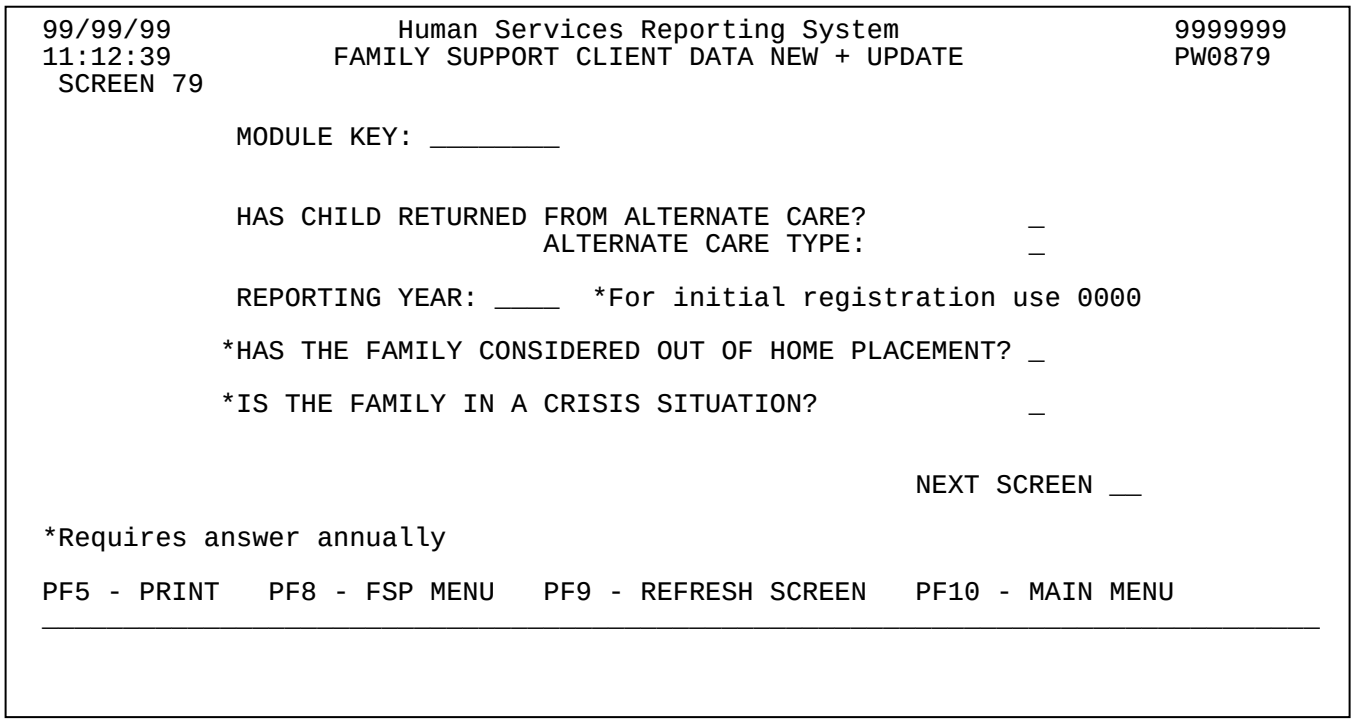
DELIVERY MM/YYYY - Enter the delivery month and year at the top of the screen. If units for different months are entered on this screen, enter the delivery month and year in the middle field - DELIV MM/YYYY. The date entered on the strip will override the date entered at the top of the screen.

EPISODE - When making multiple entries for the same episode, you do not need to repeat the episode key on each line. Simply enter the episode key on the first entry line, then enter a quotation mark (“) under that episode key for each entry for this episode. This will eliminate the need to key the eight character episode key for each entry.

COSTS CODE - A = Add, S = Subtract, R = Replace

ACTUAL COSTS - Five whole numbers and two decimal places are provided. The numbers right-justify.

SPC END DT - Enter the SPC End Date only if you wish to close the service.



SCREEN 79 FAMILY SUPPORT PROGRAM CLIENT DATA - NEW/UPDATE

Use to enter new and update client data reported in fields 26-29 of the DDE-468.

NOTES

REPORTING YEAR - For the initial registration this is prefilled with four zeros. After initial 0000 entry, enter appropriate Reporting Year.

ANNUAL REPORTING - Annual reporting is required for the two asterisked questions on this screen.

```
99/99/99              HUMAN SERVICES REPORTING SYSTEM                 9999999
11:14:12          FAMILY SUPPORT CLIENT INQUIRY - UPDATE              PW0884

SCREEN 84

                              MODULE KEY:  _________

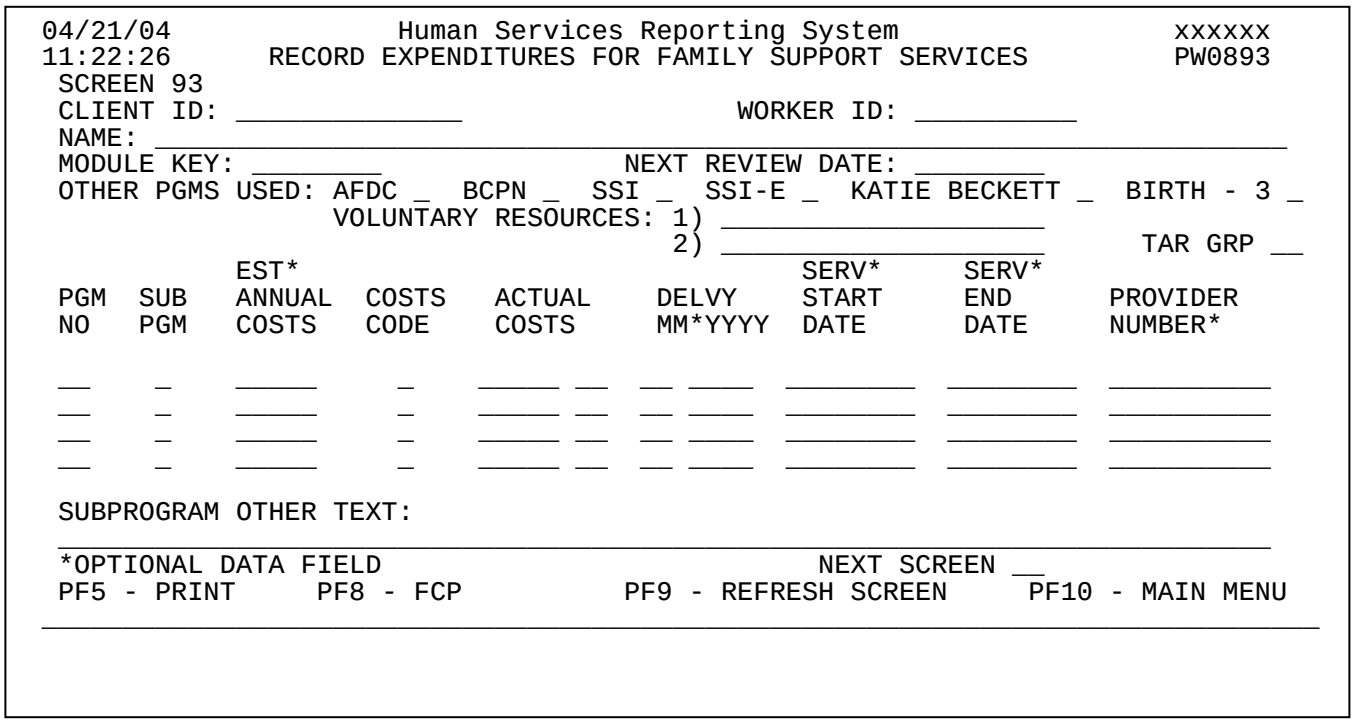
                          ENTER - PROCESS      PF10 - EXIT

_____________________________________________________________________________
```

```
 04/21/04             HUMAN SERVICES REPORTING SYSTEM                 xxxxxx
 11:20:59              FAMILY SUPPORT CLIENT UPDATE                   PW0892
 SCREEN 92
                                                    WORKER ID: ___________
CLIENT ID: _______________          MA NUMBER / SSN: ___________
NAME LAST  ____________________________________ FIRST ____________________________
   MIDDLE  ______________________________ SUFFIX ___________
 BIRTHDATE: __ / __ / ____          SEX: _              HISP(Y/N): _ RACE: _____
 MODULE KEY: _________              START DATE: _________
 END DATE  : _________              CLOSING REASON: __  ALT CARE TYPE: _
                                                        (CLOSING REASON 44)
 CLIENT CHAR: __ __ __              DIAGNOSIS: ____________________________________
 PERSONAL CARE: _                   MOBILITY: _
 VERBAL SKILLS: _                   COGNITIVE ABILITY: _
 EMOTIONAL / BEHAVIORAL ISSUES: _
 MEDICAL NEEDS: __  __  __  __  __  __

 FAMILY ID: ________                NUMBER OF CAREGIVERS: _
 ADOPTED CHILD: _                   PARENTS SPECIAL NEEDS: _ _ _
 INCOME RANGE: _                    FAMILY COST SHARE: ______
                                                          NEXT SCREEN __
PF5: PRINT             PF8: FCP             PF9: REFRESH       PF10: MAIN MENU
_____________________________________________________________________________
```

SCREEN 84 SCREEN 92	FAMILY SUPPORT PROGRAM REGISTRATION – INQUIRY/UPDATE
	Enter Module Key on Screen 84 and current registration data will be returned on Screen 92.
NOTES	
UPDATE -	Type over or add to existing information and press ENTER to update. Zero out unwanted codes in Client Characteristics, Medical Needs, and Parents Special Needs fields.



SCREEN 93 FAMILY SUPPORT PROGRAM SERVICES - NEW/UPDATE

Use to enter services for a client, update services information for existing clients, or to enter new services to an open or closed episode.

NOTES

OTHER PROGRAMS USED – Only one SSI program can be coded, not both.
– Will accept numeric codes and the alpha codes of Y (yes) and N (no).

TARGET GROUP - Required when entering a new Subprogram.

PGM NO - Enter Program Number if already generated. Do not use when entering new Subprograms.

SUB PGM - Enter one digit alpha code to generate a new service.

EST ANNUAL COSTS - Optional. Four whole number places (no decimal) are provided and the numbers right-justify.

SCREEN 93 FSP CLIENT SERVICES - NEW AND UPDATE (continued)

COSTS CODE - Enter no code when the initial cost entry for the year is made.
A = Add to the amount already entered.
S = Subtract from the amount already entered.
R = Replace the amount already entered.

ACTUAL COSTS - Five whole number and two decimal places are provided. The numbers right-justify. Actual costs are reported annually OR monthly for a given year.

If monthly reporting is begun for a year and a change to annual reporting for that same year is made, the monthly costs must be zeroed out before an annual cost amount can be entered and vice versa.

DELIVERY MM/YYYY - Enter Year only for annual entry. Enter Month and Year for monthly entry.

SUBPROGRAM P - When doing a subprogram P update, both Program Number and Subprogram P must be entered.

SUBPROGRAM P TEXT - When adding to or updating Subprogram Text P, you must retype the old information, and type the new information. If you simply add new information, it will replace what was there previously.

```
99/99/99              Human Services Reporting System                9999999
11:19:42               FAMILY SUPPORT CLIENT INQUIRY                 PW0894
 SCREEN 94



                     MODULE KEY: ________




                                                 NEXT SCREEN __

PF2 - INQUIRY MENU     PF8 - FSP MENU     PF10 - MAIN MENU
_____________________________________________________________________________
```

```
04/21/04                 Human Services Reporting System                xxxxxx
11:23:44            FAMILY SUPPORT CLIENT INQUIRY - PART 1               PW0895
 SCREEN 95
                                                        WORKER ID: ___________
 CLIENT ID: ________________         MA NUMBER / SSN: ___________
 NAME: ____________________________________________________________________
 BIRTHDATE: __ / __ / _____          SEX: _              HISP(Y/N): _ RACE: _____

 MODULE KEY: _________               START DATE: _________
 END DATE  : _________               CLOSING REASON: __  ALT CARE TYPE: _

 FAMILY ID:  ________                NUMBER OF CAREGIVERS: _
 ADOPTED CHILD: _                    INCOME RANGE: _
 FAMILY COST SHARE: _____
 PARENTS SPECIAL NEEDS: _  ___________________________________
                        _  ___________________________________
                        _  ___________________________________
                                        IND / ALT CARE TYPE
                                  YEAR  _____   _____   _____   _____   _____
 CHILD RETURNED FROM ALTERNATE CARE     : ___     ___     ___     ___     ___
 FAMILY CONSIDERED OUT OF HOME PLACEMENT: _       _       _       _       _
 FAMILY HAS BEEN IN A CRISIS SITUATION  : _       _       _       _       _
_____________________________________________________________________________
ALWAYS PRESS ENTER FROM PART 1
```

```
                  FAMILY SUPPORT CLIENT INQUIRY - PART 2            PW0895
 SCREEN 95                  CHILDS CONDITION

 DIAGNOSIS              :    ___________________________________
 CLIENT CHARACTERISTICS:  __  ___________________________________________
                          __  ___________________________________________
                          __  ___________________________________________
 PERSONAL CARE          :  _  ___________________________________________
 MOBILITY               :  _  ___________________________________________
 VERBAL SKILLS          :  _  ___________________________________________
 COGNITIVE ABILITY      :  _  ___________________________________________
 EMOTIONL/BEHAVRL ISSUES:  _  ___________________________________________
 MEDICAL NEEDS          : __  ___________________________________________
                          __  ___________________________________________
                          __  ___________________________________________
                          __  ___________________________________________
                          __  ___________________________________________
                          __  ___________________________________________

                                                        NEXT SCREEN __
PF2 - INQUIRY MENU   PF5 - PRINT   PF6 - ENTRY SCREEN 94    PF10 - MAIN MENU
_____________________________________________________________________________
________
```

SCREEN 94 FAMILY SUPPORT PROGRAM REGISTRATION INQUIRY
SCREEN 95

Enter Module Key on Screen 94 to view current FSP registration information on Screen 95 Parts 1 and 2. Information displayed is in the form of worded descriptions rather than codes.

NOTES

Always press enter on Screen 95 Part 1 to get to Screen 95 Part 2. There are no F keys on Part 1 and if you enter one in error and again enter an F5 key from Part 2, Part 2 will be returned with the message: PROGRAM FUNCTION KEY LITERAL ALLOWED ONLY ONCE PER MESSAGE. When this occurs, you cannot F10 out of Part 2. There are two methods that can be used to get out:

1. Press ENTER from Part 2 if you have not entered PF5 and received message or,
2. Press PAUSE and enter /for wØ8ØØo1.

```
99/99/99              Human Services Reporting System                9999999
11:25:02              FAMILY SUPPORT SERVICES INQUIRY                 PW0896

SCREEN 96

                              MODULE KEY: _________




                             *DLVY: __ ____
                                    MM YYYY
                                         **NEXT SCREEN: __


PF8 - FSP MENU    PF9 - FSP SERVICES INQUIRY   PF10 - MAIN MENU
*Defaults to current year unless keyed differently
** Leave Next Screen BLANK to select SPC  on Screen 97
_____________________________________________________________________________
```

```
04/21/04              Human Services Reporting System                 xxxxxx
11:25:35              FAMILY SUPPORT SERVICES INQUIRY                 PW0897
 SCREEN 97
 CLIENT ID : _______________                        WORKER ID: ___________
 NAME: _____________________________________________________________________
 MODULE KEY: _________              NEXT REVIEW DATE: _________
 OTHER PGMS USED: AFDC _  BCPN _  SSI _  SSI-E _  KATIE BECKETT _  BIRTH - 3 _
                  VOLUNTARY RESOURCES: 1) _____________________
                                       2) _____________________      TAR GRP __
                   EST                                 SERV      SERV
 SEL   PGM  SUB    ANNUAL    ACTUAL     DELVY          START     END     PROVIDER
 PGM   NO   PGM    COSTS     COSTS      MM YYYY        DATE      DATE    NUMBER

  _    __    _     ______    ______ __  __ ____  _________  _________  ___________
  _    __    _     ______    ______ __  __ ____  _________  _________  ___________
  _    __    _     ______    ______ __  __ ____  _________  _________  ___________
  _    __    _     ______    ______ __  __ ____  _________  _________  ___________
 SUBPROGRAM OTHER TEXT:
 _____________________________________________________________________________
               TOTAL COSTS _______ __
                                                        NEXT SCREEN __
PF5 - PRINT        PF8 - FCP        PF9 - SERVICE INQ        PF10 - MAIN MENU
_____________________________________________________________________________
```

SCREEN 96
SCREEN 97

FAMILY SUPPORT PROGRAM SERVICES INQUIRY

Enter Module Key on Screen 96 to view all services entered on Screen 97. Includes both open and closed services. Entry of Delivery Month and Year will cause information for that month/year to be displayed. If no date is entered, the current year's information is shown. If only a year is entered, information for that year is shown.

```
99/99/99              Human Services Reporting System                  9999999
11:31:21      EXPENDITURES FOR FAMILY SUPPORT PROGRAM INQUIRY          PW0898

SCREEN 98


                              MODULE KEY: _________

                                   *DLVY: __ ____
                                          MM YYYY




                                          NEXT SCREEN: __


PF8 - FSP MENU    PF9 - FSP PROGRAM INQUIRY    PF10 - MAIN MENU
*Defaults to current year unless keyed differently

_____________________________________________________________________________
```

```
04/21/04              Human Services Reporting System                  xxxxxx
11:27:41      EXPENDITURES FOR FAMILY SUPPORT PROGRAM INQUIRY          PW0899
 SCREEN 99
 MODULE KEY: _________     DLVY(MM YYYY): __ ____     CLIENT ID: _______________
 NAME: _____________________________________________________________________

                                                          EST
 PGM  SUB                                                 ANNUAL     ACTUAL
 NO   PGM   SERVICE DESCRIPTION                           COSTS      COSTS

 __    _   ____________________________________________   ______     ______ __
 __    _   ____________________________________________   ______     ______ __
 __    _   ____________________________________________   ______     ______ __
 __    _   ____________________________________________   ______     ______ __
 __    _   ____________________________________________   ______     ______ __
 __    _   ____________________________________________   ______     ______ __
 __    _   ____________________________________________   ______     ______ __
 __    _   ____________________________________________   ______     ______ __

                                              TOTAL COSTS: _______   _______ __

                                                NEXT SCREEN __
PF5 - PRINT        PF8 - FCP        PF9 - ENTRY SCREEN        PF10 - MAIN MENU
_____________________________________________________________________________
```

SCREEN 98 — FAMILY SUPPORT PROGRAM SERVICES EXPENDITURES INQUIRY

SCREEN 99

Enter Module Key on Screen 98 to view service expenditures on Screen 99. Entry of Delivery Month and Year will cause information for that month/year to be displayed. If no date is entered, the current year's information is shown. If only a year is entered, information for that year is shown. Service descriptions rather than codes are displayed.

XIV. AODA SCREENS

```
99/99/99              Human Services Reporting System                 9999999
11:42:17                      AODA ENTRY MENU                         PW08A1

SCREEN A1

                          A3--AODA REGISTRATION NEW-UPDATE-INQUIRY
                          A4--AODA SERVICES NEW-UPDATE
                          A5--AODA SERVICES INQUIRY REQUEST
                          A7--AODA MULTIPLE CLIENT UNITS
                          A8--AODA CONVERSION INITIALIZATION




                          MAKE SELECTION AND PRESS ENTER  __

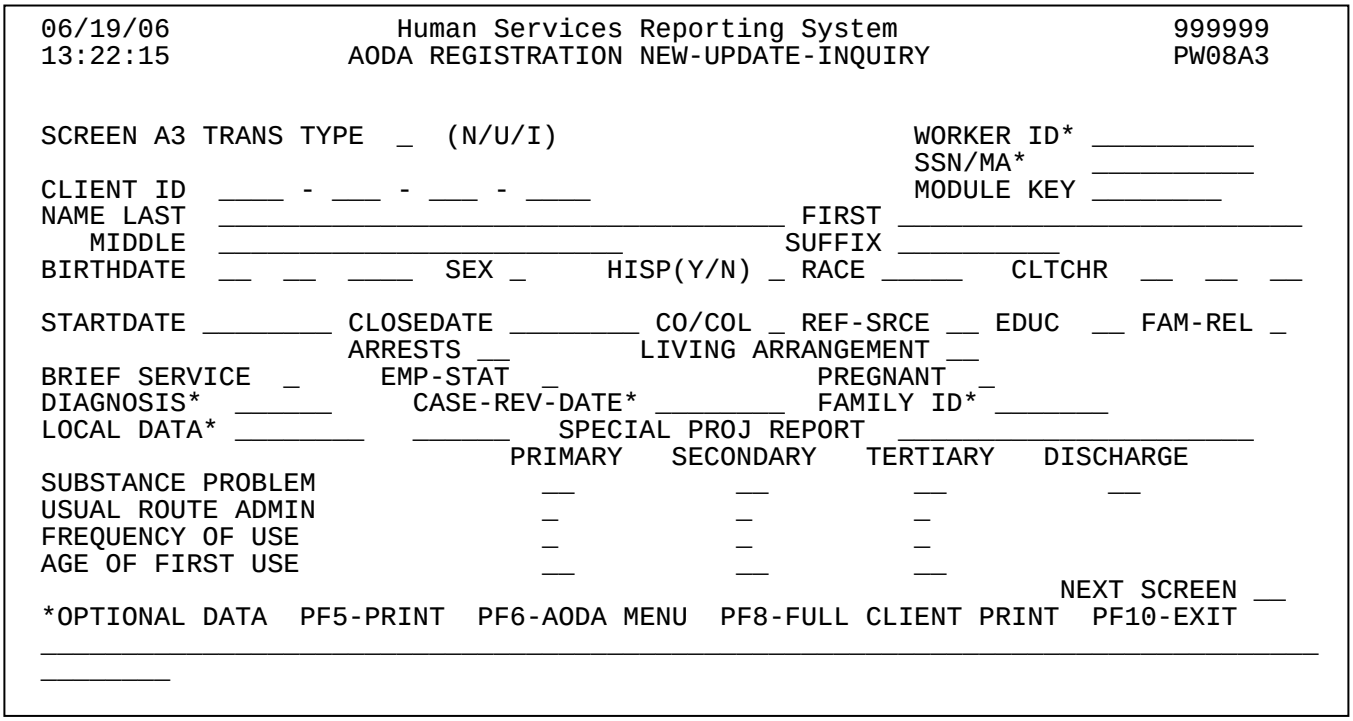
                          PF6-AODA MENU   PF10-EXIT
```

AODA MENU
Alcohol and Other Drug Abuse

```
06/07/05              Human Services Reporting System                 999999
13:12:44                     HSRS INQUIRY MENU                        PW0802
           CORE                                    FAMILY SUPPORT
  11--CLIENT REGISTRATION                  94--FSP REGISTRATION
  86--CORE SERVICES                        96--FSP SERVICES
                                           98--SERVICES EXPENDITURES
           CSC                                     AODA
  33--CSC PAYMENTS                         A3--AODA REGISTRATION
  37--CSC HISTORY                          A5--AODA SERVICES
  86--CSC SERVICES                                 ADOPTIONS
  88--CSC REGISTRATION + FISCAL            B1--ADOPTIONS REGISTRATION
           LTS                             B2--ADOPTIONS FINALIZATION
  L1--LTS REGISTRATION                             SUPPORTED EMPLOYMENT
  L2--LTS SERVICES                         S1--SE REGISTRATION
  L3--LTS MULTIPLE SERVICES/COSTS          S2--SE JOB INFORMATION
           MENTAL HEALTH                   S3--1 MONTH SEMI-ANNUAL REPORT
  M1--MH REGISTRATION                              BIRTH TO THREE
  M2--MH SERVICES                          68--BIRTH TO THREE REGISTRATION
  M4--CONSUMER STATUS                      69--BIRTH TO THREE SERVICES

                       MAKE SELECTION AND PRESS ENTER: __
PF10 - MAIN MENU
_____________________________________________________________________________
```

INQUIRY MENU

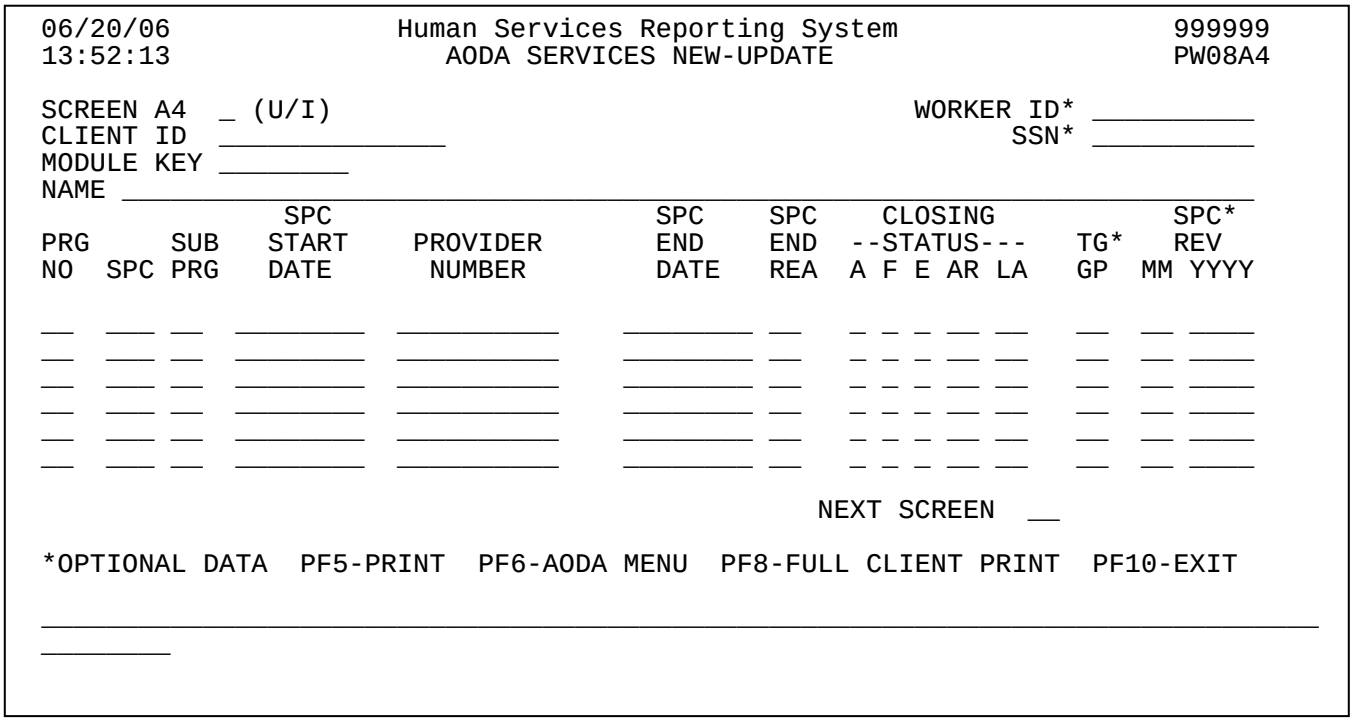


SCREEN A3 AODA REGISTRATION

Use to enter registration information for new AODA clients, to reregister a closed client, update registration information for existing clients, or to view current registration information using the module key.

NOTES

TRANS TYPE - The transaction types are N = New, U = Update, and I = Inquiry



SCREEN A4 AODA SERVICES

Use to enter services for an AODA Client, add to or update services information for existing clients, or view current information.

NOTES

PROGRAM NUMBER - Enter Program Number if already generated.

SPC CODE - Enter SPC code to start a new service.

SUB PRG - Enter a Subprogram code if applicable.

DAYS OF CARE - Three whole number places are provided. This field is right-justified which means you do not have to zero fill the number.

SPC END REASON - Not required for:
703 Hospital Detox
705 Social Setting Detox
603 Intake Assessment
Brief Service or Co-dependent/Collateral Clients

CLOSING STATUS - Not required for:
703 Hospital Detox
705 Social Setting Detox
603 Intake Assessment
Brief Service or Co-dependent/Collateral Clients

CHANGING UNITS TOTAL FOR A GIVEN MONTH

If units are already entered for an SPC for a given month, when you enter a different number of units for this Program Number for the same month on Screen A4, the new entry will REPLACE the old number of units. Use this method to error correct or update the actual total provided during a given month.

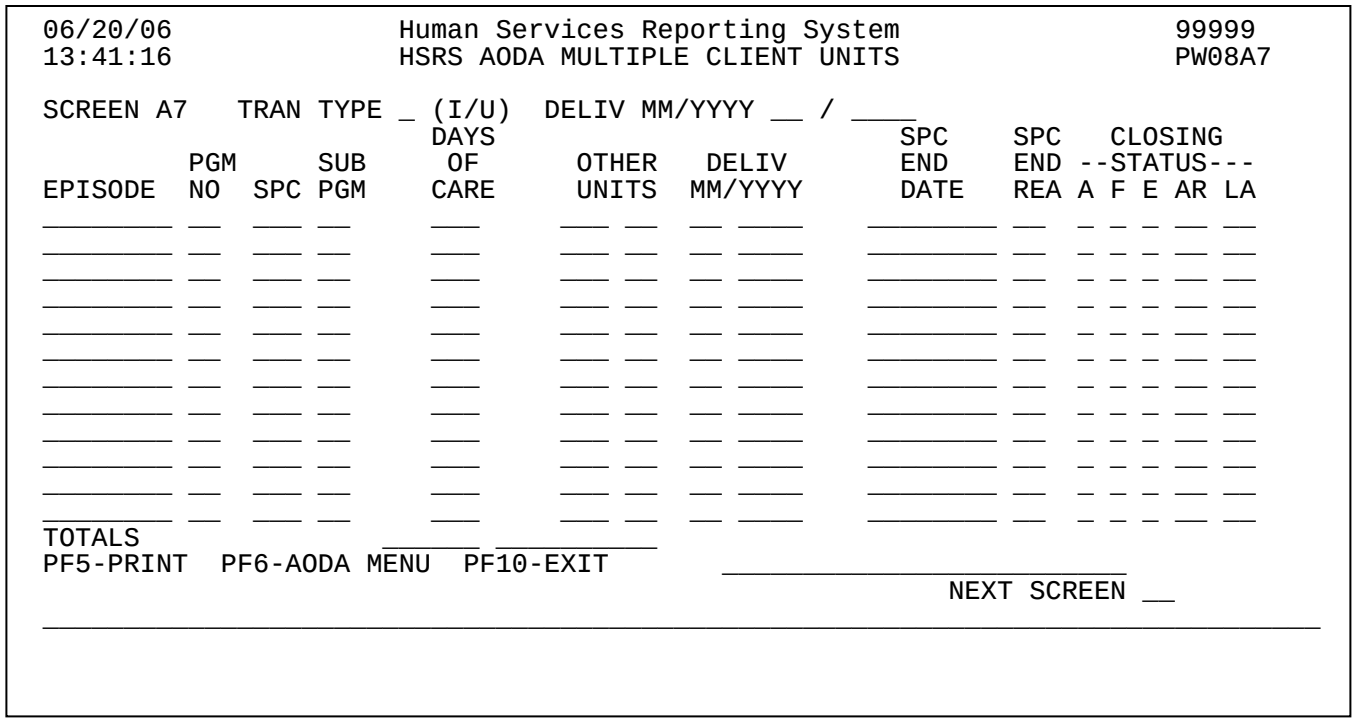
ADDING UNITS FOR A NEW MONTH

To add units for the same program but for a different month, enter the month and year for which you are entering the units and the number of units.

The system will both keep track of the number of units provided in a program for each month, and keep a cumulative count for the year to date. Thus, when viewing a services inquiry, the number of units shown will be the total number of units provided under this program for the year-to-date. In sum, units cannot be added to a given month - the new entry replaces the number. Additions are only done for adding a new month's units.

OTHER UNITS - Four whole numbers plus two decimal places are provided. Do not enter the decimal point.

This field is right-justified, meaning you do not have to zero fill the number.



SCREEN A7 — AODA MULTIPLE CLIENT UNITS

Use to enter AODA client units for several clients/episodes on the same screen, or view services. Entry of Delivery Month and Year will cause units for that month/year to be displayed. If no date is entered, the current year's units are shown. If only a year is entered, all units for that year are shown.

NOTES

TRANS - The transaction types are I = Inquiry and U = Update.

DELIV MM/YYYY - Enter the Delivery Month and Year at the top of the screen. If units for different months are entered on this screen, enter the Delivery Month and Year in the middle field - DELIV MM/YYYY. The data entered on the strip (middle field of screen) will override the date entered at the top of Screen A7.

EPISODE - When making multiple entries for the same episode, you do not need to repeat the Episode Key on each line. Simply enter the Episode Key on the first entry line, then enter a quotation mark (") under the Episode Key for each entry for this episode. This will eliminate the need to key the eight character Episode Key for each entry.

SPC END DATE - SPC END REA, & CLOSING STATUS — Enter the Spc End Date, SPC End Reason, and Closing Status if you wish to close the Service.

XV. MENTAL HEALTH SCREENS

```
99/99/99              Human Services Reporting System              9999999
14:02:43                    Mental Health Menu                     PW08MH



                      M1--MH REGISTRATION (N/U/E/I)
                      M2--MH SERVICES (N/U/E/I)
                      M3--MH SERVICES MULTIPLE UPDATE
                      M4--MH CONSUMER STATUS (N/U/I/D)
                      M5--MH CONSUMER STATUS MULTIPLE UPDATE



                      MAKE SELECTION AND PRESS ENTER: __



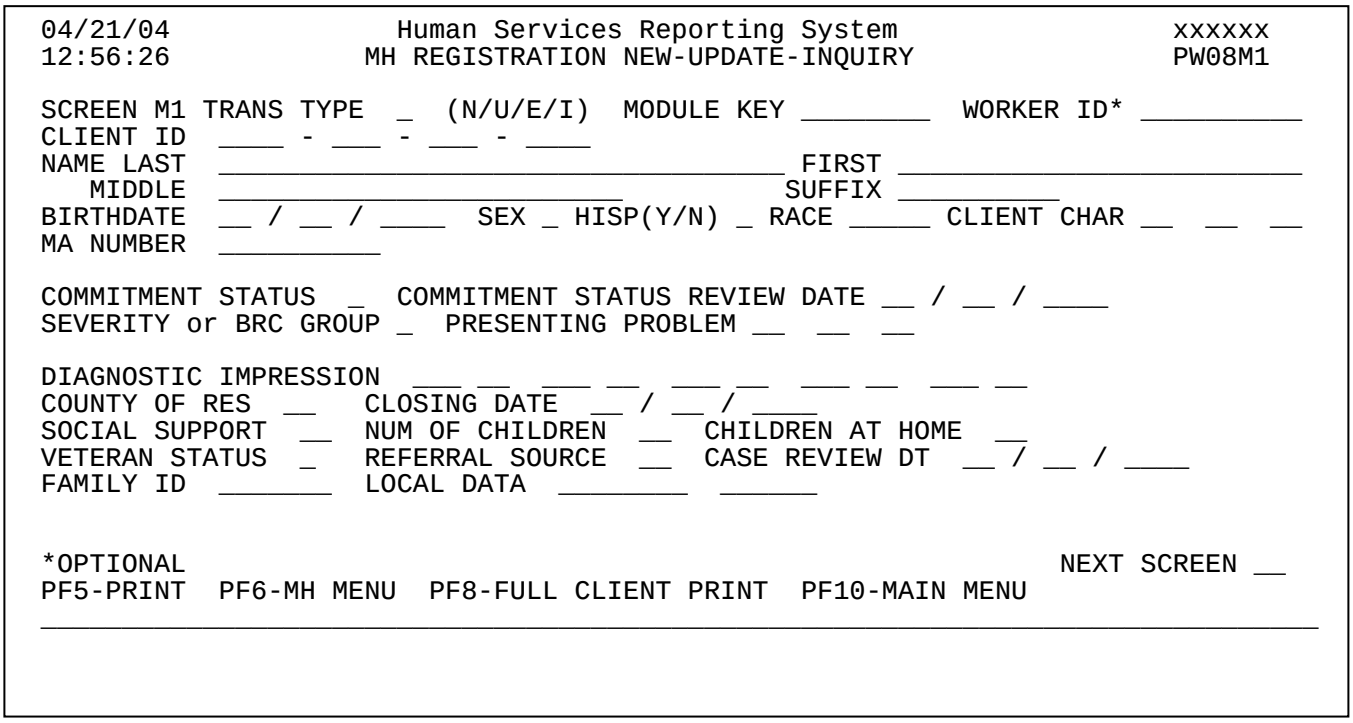
Depress PF10 for HSRS Main Menu
_____________________________________________________________________________
```

MENTAL HEALTH MENU

```
06/07/05              Human Services Reporting System                 xxxxxx
 13:12:44                    HSRS INQUIRY MENU                        PW0802
            CORE                                    FAMILY SUPPORT
   11--CLIENT REGISTRATION                 94--FSP REGISTRATION
   86--CORE SERVICES                       96--FSP SERVICES
                                           98--SERVICES EXPENDITURES
            CSC                                    AODA
   33--CSC PAYMENTS                        A3--AODA REGISTRATION
   37--CSC HISTORY                         A5--AODA SERVICES
   86--CSC SERVICES                               ADOPTIONS
   88--CSC REGISTRATION + FISCAL           B1--ADOPTIONS REGISTRATION
            LTS                            B2--ADOPTIONS FINALIZATION
   L1--LTS REGISTRATION                           SUPPORTED EMPLOYMENT
   L2--LTS SERVICES                        S1--SE REGISTRATION
   L3--LTS MULTIPLE SERVICES/COSTS         S2--SE JOB INFORMATION
            MENTAL HEALTH                  S3--1 MONTH SEMI-ANNUAL REPORT
   M1--MH REGISTRATION                            BIRTH TO THREE
   M2--MH SERVICES                         68--BIRTH TO THREE REGISTRATION
   M4--CONSUMER STATUS                     69--BIRTH TO THREE SERVICES

                      MAKE SELECTION AND PRESS ENTER: __
 PF10 - MAIN MENU
_____________________________________________________________________________
```

INQUIRY MENU



SCREEN M1 MENTAL HEALTH REGISTRATION

Use to enter registration information for new Mental Health clients, to register a closed client, update or error correct registration information for existing clients, or to view current registration information using the module key.

NOTES

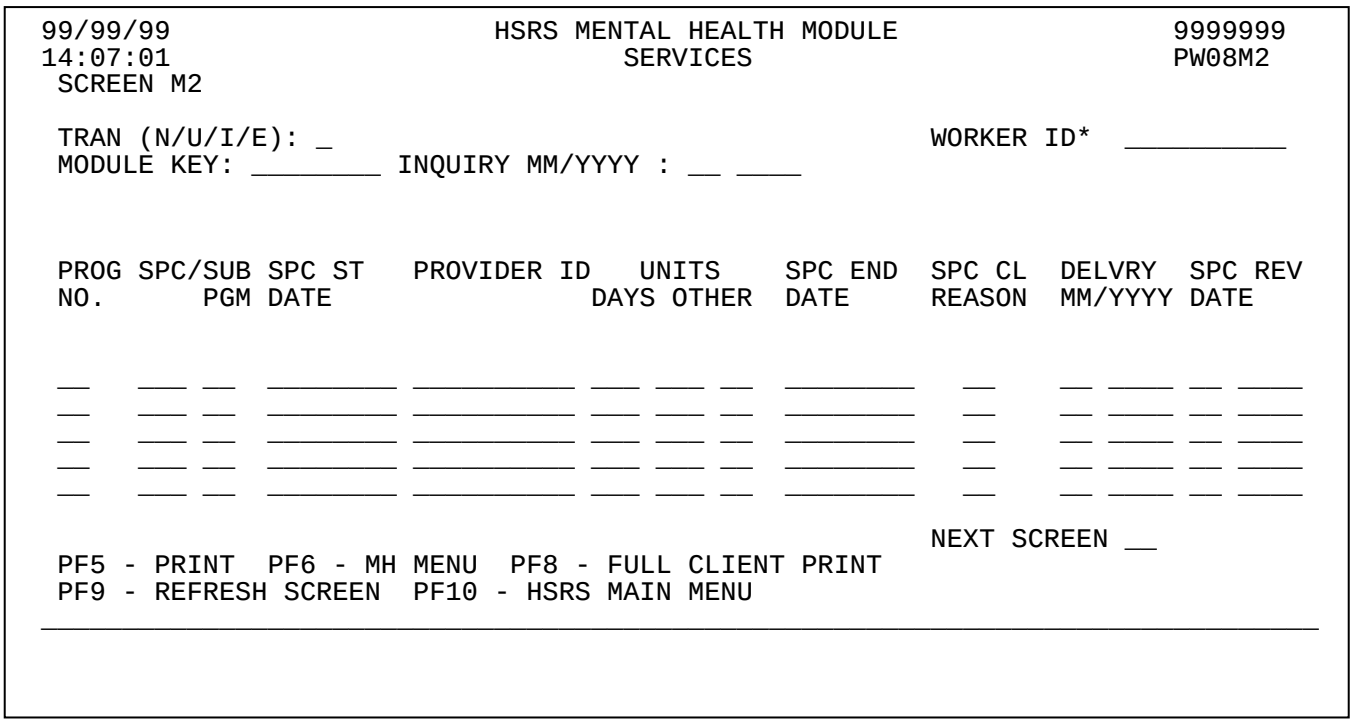
TRAN TYPE – The transaction types are:

N = New – enter a new episode

U = Update – add to or change information for an existing episode

E = Error Correct – correct erroneous information

I = Inquiry – view registration information.



SCREEN M2 MENTAL HEALTH SERVICES

Use to enter services for a Mental Health client, add to, update, error correct, or inquire services information for existing clients.

NOTES

TRANS TYPE – The transaction types are:
N = New - to add the first service(s) to an episode.
U = Update - to add subsequent services to an episode or change existing services.
E = Error Correct - to correct erroneous service information.
I = Inquiry - to view service data.

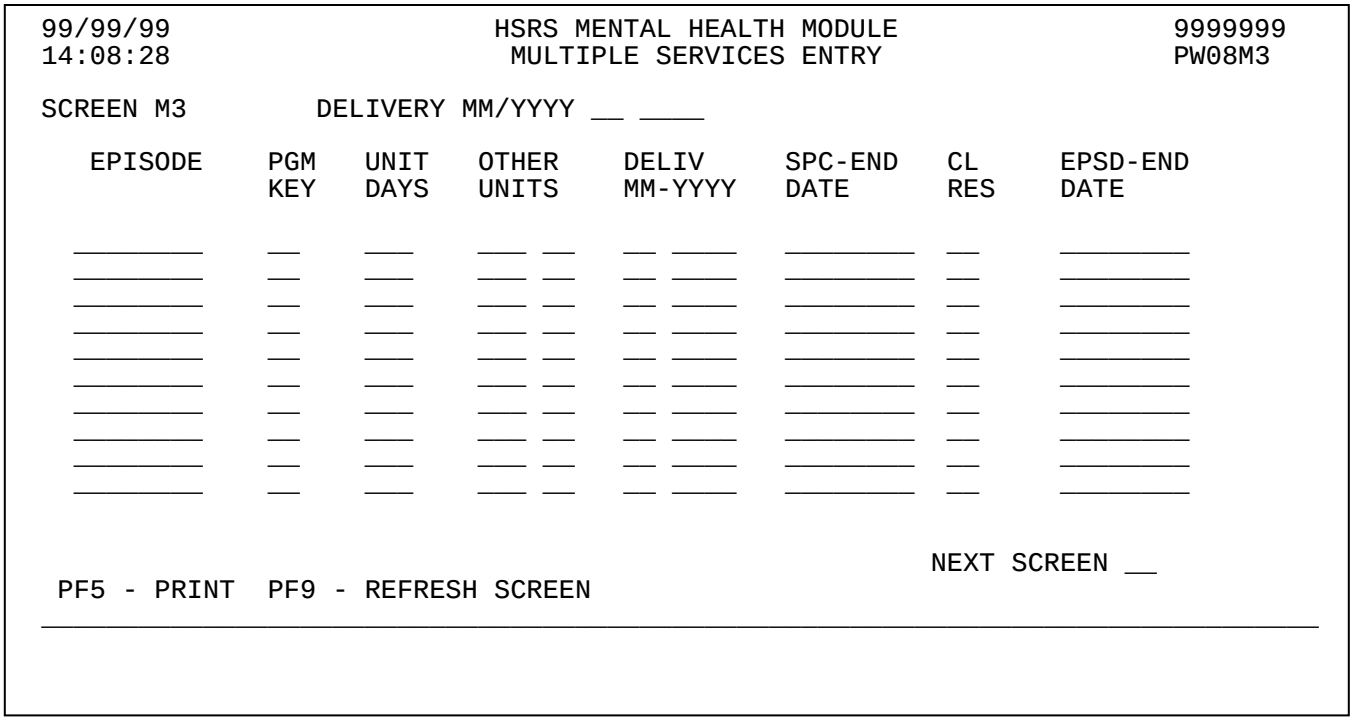
PRG NO – Enter Program Number if already generated.

SPC CODE – Enter SPC code to start a new service.

SUB PRG – Enter a subprogram code if applicable.

DAYS UNITS – Three whole number places are provided. This field is right-justified which means you do not have to zero fill the number.

OTHER UNITS – Four whole numbers and two decimal places are provided. Do not enter the decimal point. This field is right-justified which means you do not have to zero fill the number.



SCREEN M3 MENTAL HEALTH MULTIPLE SERVICES ENTRY

Use to enter units for several Mental Health clients/episodes on the same screen.

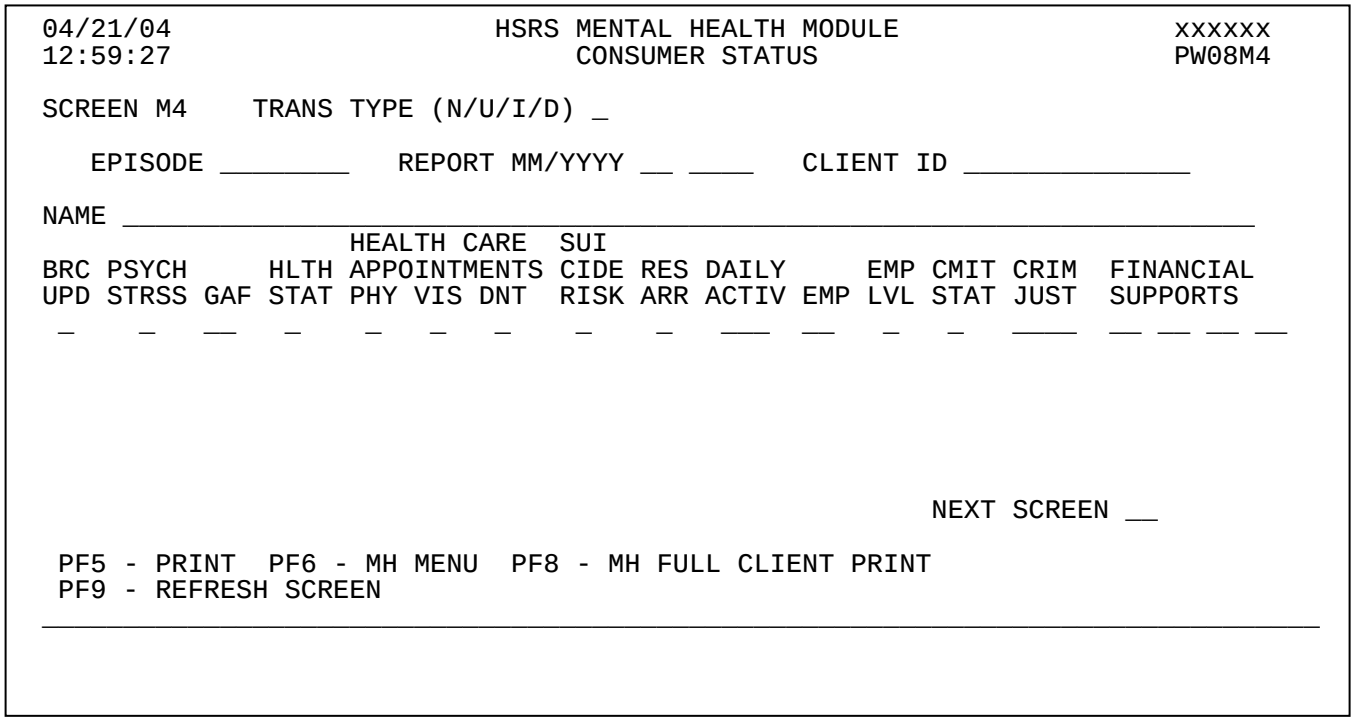
NOTES

DELIVERY MM/YYYY - Enter the Delivery Month and Year at the top of the screen. If units for different months are entered on this screen, enter the Delivery Month and Year in the middle field - DELIV MM/YYYY. The date entered on the strip (middle field of screen) will override the date entered at the top of Screen M3.

EPISODE – When making multiple entries for the same episode, you do not need to repeat the Episode Key on each line. Simply enter the Episode Key on the first entry line, then enter a quotation mark (“) under that Episode Key for entry for this episode. This will eliminate the need to key the eight character Episode Key for each entry.

SPC END DATE,
CL RES – Enter the SPC End Date and Closing Reason to close the services.

EPDS END DATE – Enter the Episode End Date to close the episode.



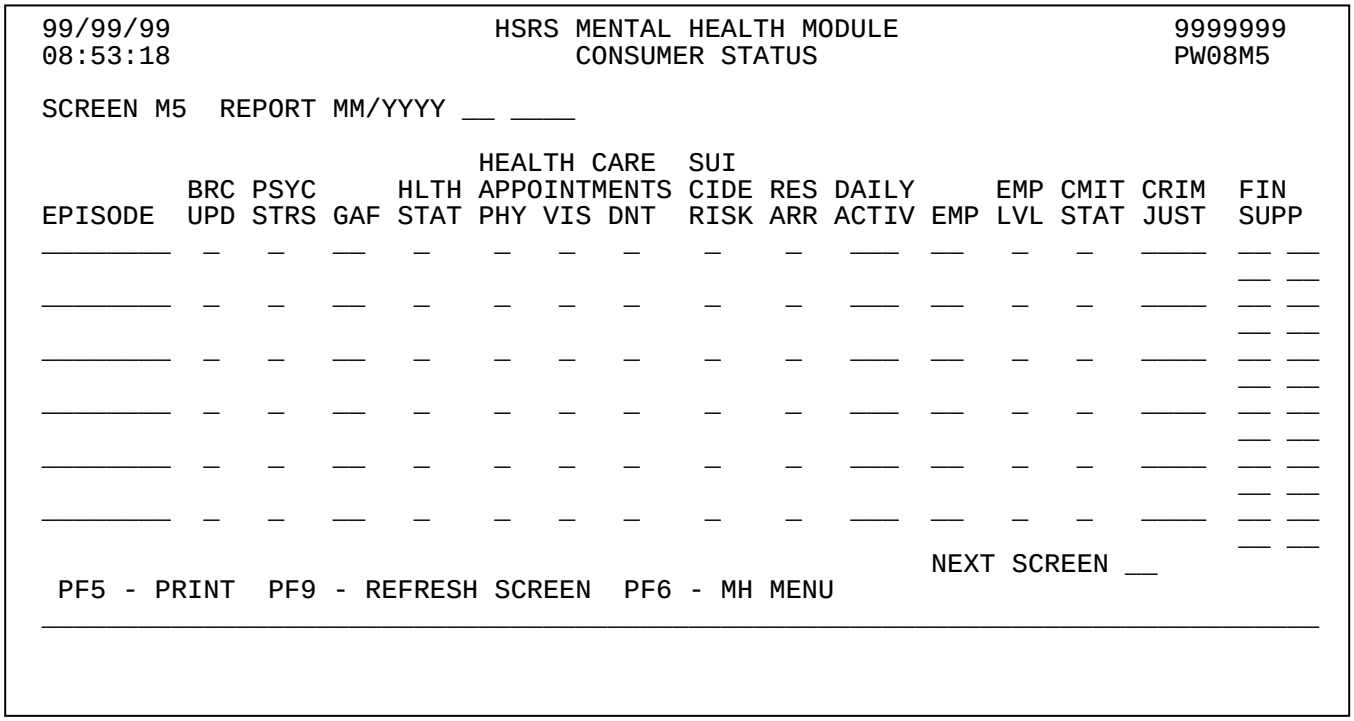
SCREEN M4 MENTAL HEALTH OUTCOME ENTRY

Use to enter Consumer Status information. Required at the beginning of episode, six month updates, and episode close for consumers who meet the definition of BRC Target Population (Field 10 = H or L).

NOTES

TRANS TYPE - The transaction types are:
N = New - enter new data
U = Update - change information
I = Inquiry - view outcome information
D = Delete

REPORT mm/yyyy - Enter the month and year for which the consumer status data represents.



SCREEN M5 MENTAL HEALTH OUTCOME MULTIPLE ENTRY

Use to enter a single month of consumer status information for several Mental Health consumers/episodes on the same screen.

XVI. BIRTH TO THREE SCREENS

```
99/99/99              Human Services Reporting System              XXXXXX
99:99:99                    Birth to Three Menu                    PW0867




                      68 - B to 3 REGISTRATION (N/U/I)
                      69 - B to 3 SERVICES (N/U/I)









                       MAKE SELECTION AND PRESS ENTER: __




Depress PF10 for HSRS Main Menu
_____________________________________________________________________________
```

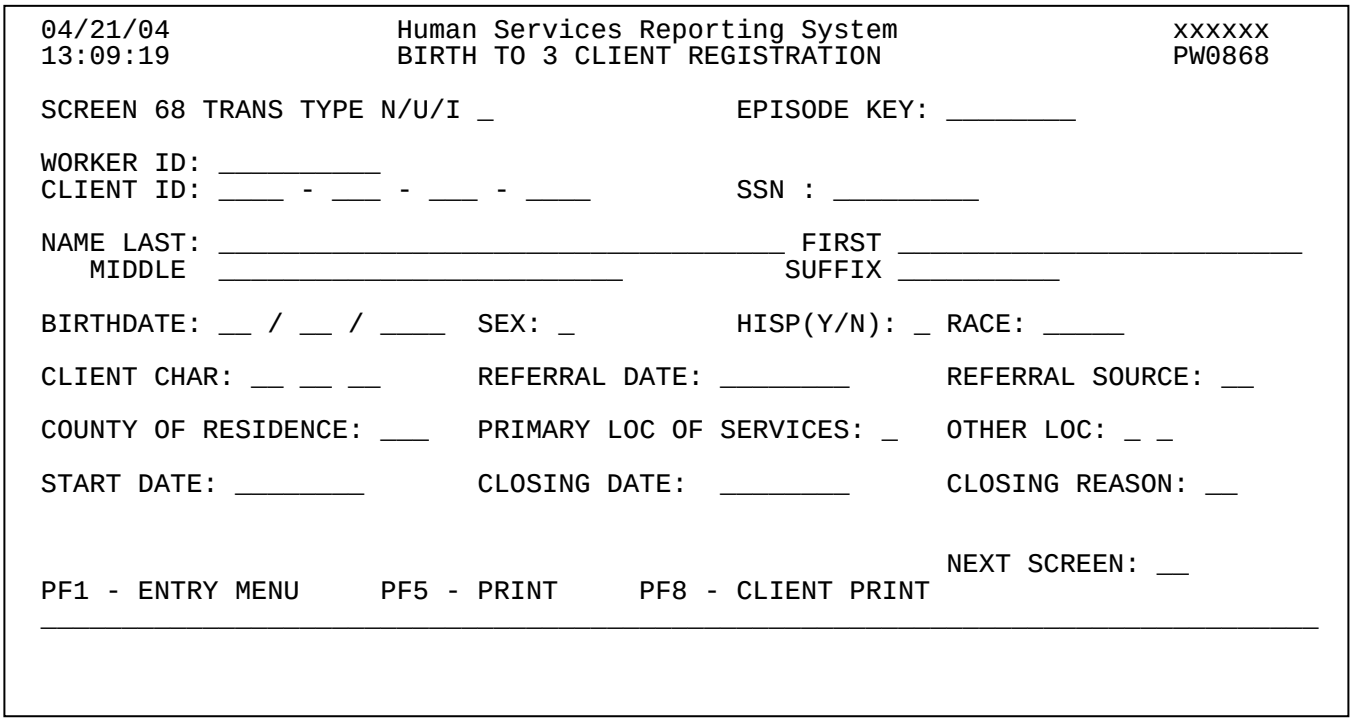
BIRTH TO THREE MENU

```
06/07/05              Human Services Reporting System                  xxxxxx
 13:12:44                    HSRS INQUIRY MENU                         PW0802
             CORE                                    FAMILY SUPPORT
   11--CLIENT REGISTRATION                 94--FSP REGISTRATION
   86--CORE SERVICES                       96--FSP SERVICES
                                           98--SERVICES EXPENDITURES
             CSC                                     AODA
   33--CSC PAYMENTS                        A3--AODA REGISTRATION
   37--CSC HISTORY                         A5--AODA SERVICES
   86--CSC SERVICES                                ADOPTIONS
   88--CSC REGISTRATION + FISCAL           B1--ADOPTIONS REGISTRATION
             LTS                           B2--ADOPTIONS FINALIZATION
   L1--LTS REGISTRATION                            SUPPORTED EMPLOYMENT
   L2--LTS SERVICES                        S1--SE REGISTRATION
   L3--LTS MULTIPLE SERVICES/COSTS         S2--SE JOB INFORMATION
             MENTAL HEALTH                 S3--1 MONTH SEMI-ANNUAL REPORT
   M1--MH REGISTRATION                             BIRTH TO THREE
   M2--MH SERVICES                         68--BIRTH TO THREE REGISTRATION
   M4--CONSUMER STATUS                     69--BIRTH TO THREE SERVICES

                       MAKE SELECTION AND PRESS ENTER: __
 PF10 - MAIN MENU

_____________________________________________________________________________
```

INQUIRY MENU

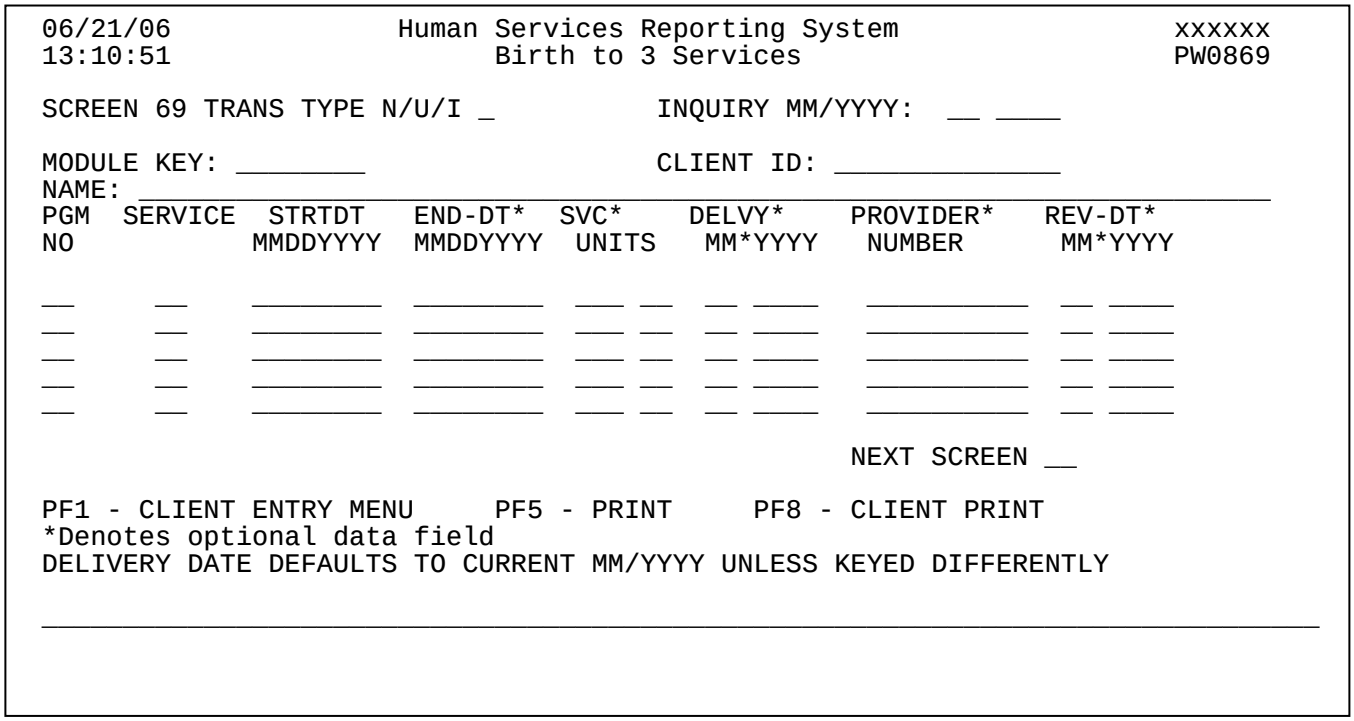


SCREEN 68 BIRTH TO THREE REGISTRATION

Use to enter, update or inquire registration information.

NOTES

TRANS TYPE – The transaction types are N = New, U = Update, and I = Inquiry.



SCREEN 69 BIRTH TO THREE SERVICES

Use to enter or update service information.

NOTES

TRANS TYPE – The transaction types are N = New, U = Update, and I = Inquiry.

PROG NO – Enter Program Number if already generated.

SVC UNITS – Service Units - Three whole numbers and two decimal places are provided. Do not enter the decimal point. The field right-justifies.

XVII. LONG TERM SUPPORT SCREENS

```
99/99/99              Human Services Reporting System              9999999
14:44:03                    Long Term Support Menu                 PW08LT



                     L1--LTS REGISTRATION (N/U/E/I)
                     L2--LTS SERVICES INFORMATION (U/E/I)
                     L3--LTS MULTIPLE SERVICES/COSTS ENTRY SCREEN (U/I)
                     L4--LTS CODE CONVERSION (U)




                     MAKE SELECTION AND PRESS ENTER: __



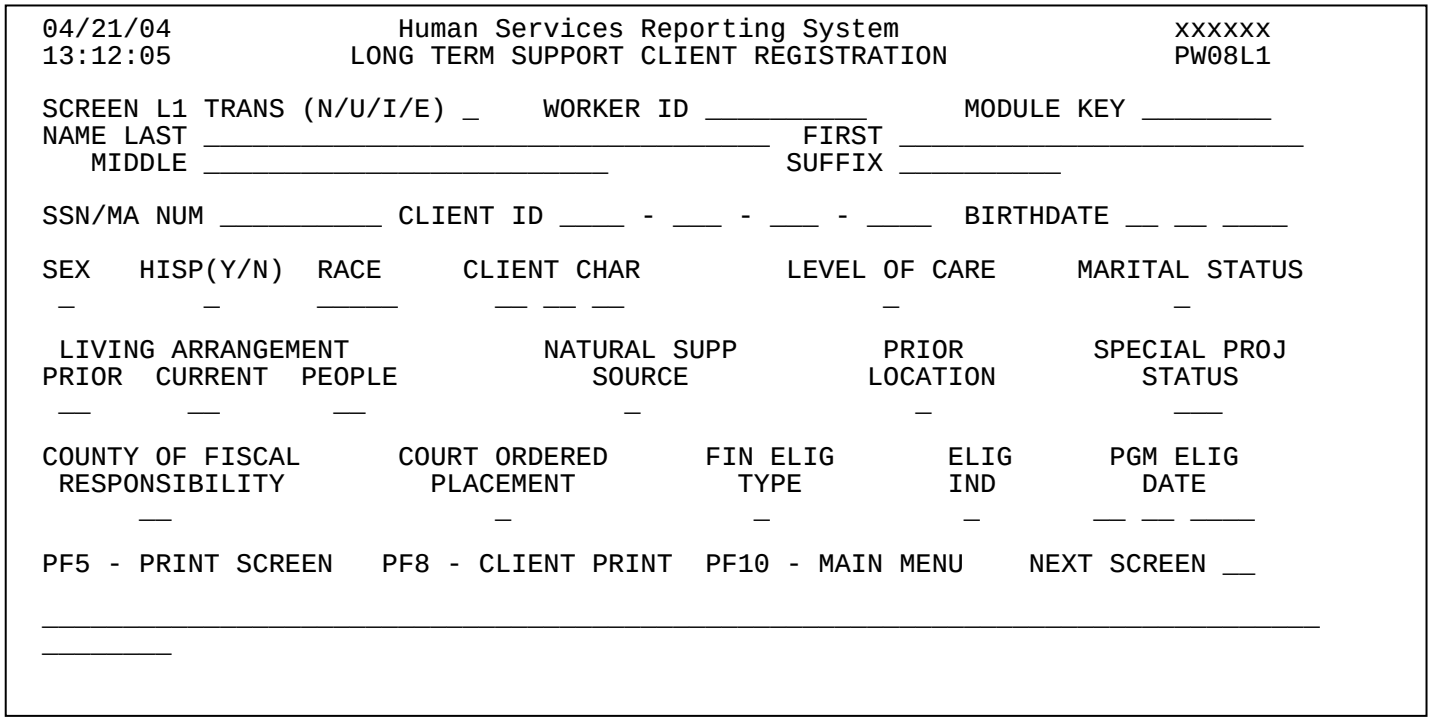
Depress PF10 for HSRS Main Menu
_____________________________________________________________________________
```

LONG TERM SUPPORT MENU

```
06/07/05              Human Services Reporting System                 xxxxxx
 13:12:44                    HSRS INQUIRY MENU                        PW0802
            CORE                                    FAMILY SUPPORT
   11--CLIENT REGISTRATION                 94--FSP REGISTRATION
   86--CORE SERVICES                       96--FSP SERVICES
                                           98--SERVICES EXPENDITURES
            CSC                                     AODA
   33--CSC PAYMENTS                        A3--AODA REGISTRATION
   37--CSC HISTORY                         A5--AODA SERVICES
   86--CSC SERVICES                                ADOPTIONS
   88--CSC REGISTRATION + FISCAL           B1--ADOPTIONS REGISTRATION
            LTS                            B2--ADOPTIONS FINALIZATION
   L1--LTS REGISTRATION                            SUPPORTED EMPLOYMENT
   L2--LTS SERVICES                        S1--SE REGISTRATION
   L3--LTS MULTIPLE SERVICES/COSTS         S2--SE JOB INFORMATION
            MENTAL HEALTH                  S3--1 MONTH SEMI-ANNUAL REPORT
   M1--MH REGISTRATION                             BIRTH TO THREE
   M2--MH SERVICES                         68--BIRTH TO THREE REGISTRATION
   M4--CONSUMER STATUS                     69--BIRTH TO THREE SERVICES

                     MAKE SELECTION AND PRESS ENTER: __
 PF10 - MAIN MENU
_____________________________________________________________________________
```

INQUIRY MENU



SCREEN L1 LONG TERM SUPPORT REGISTRATION

Use to enter, update, inquire, or error correct registration information.

NOTES

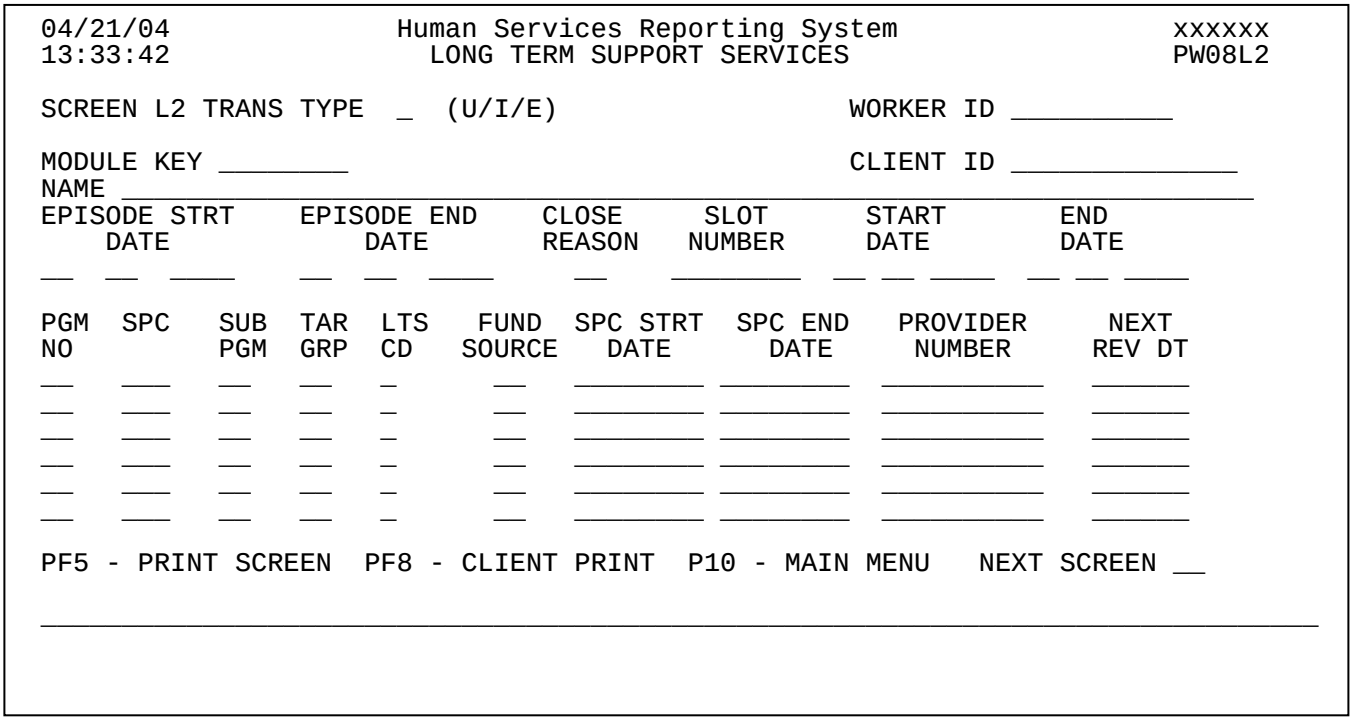
Enter three zeros to remove the middle name and suffix.

TRANS – The transaction types are N = New, U = Update, I = Inquiry, and E = Error Correct.

PGM ELIG DATE - The Program Eligibility Date is not entered by the county. It is entered by the Management Group for CIP 2 and COP - Waiver.

EDITS – The values entered in the following fields are also checked on the L2 screen:
–MA NUMBER
Required for LTS participants who receive MA - Waiver services.
–MA ELIGIBILITY INDICATOR
Required for LTS participants who receive MA - Waiver services.

SPECIAL PROJECT STATUS - The field is 3 positions long to allow the reporting of up to 3 different codes.



SCREEN L2 LONG TERM SUPPORT SERVICES

Use to update, inquire, and error correct service information.

NOTES

TRANS – The transaction types are U = Update, I = Inquiry, and E = Error Correct.

EDITS – Each SPC on L2 must contain information to determine which LTS program the SPC is attached to and when necessary, the source of funding. This information is collected in the LTS Code and Funding Source fields.

LTS CODE EDITS – No time overlap is allowed between two SPCs with different Waiver LTS Codes.
Time overlap is allowed between any Waiver SPC and any COP SPC. The system will accept two almost identical SPCs if the only difference is the LTS Code-one SPC having a Waiver LTS Code and the other one a COP LTS Code.

SCREEN L2 LONG TERM SUPPORT SERVICES (continued)

SPCs with a waiver LTS Code of 1, 4, 6, 8, B, F, G, H, I, J, K, or M can only be entered if a slot number has been allocated to the LTS participant. The inquiry function on L2 will bring up the Slot Number, Slot Start Date and Slot End Date.

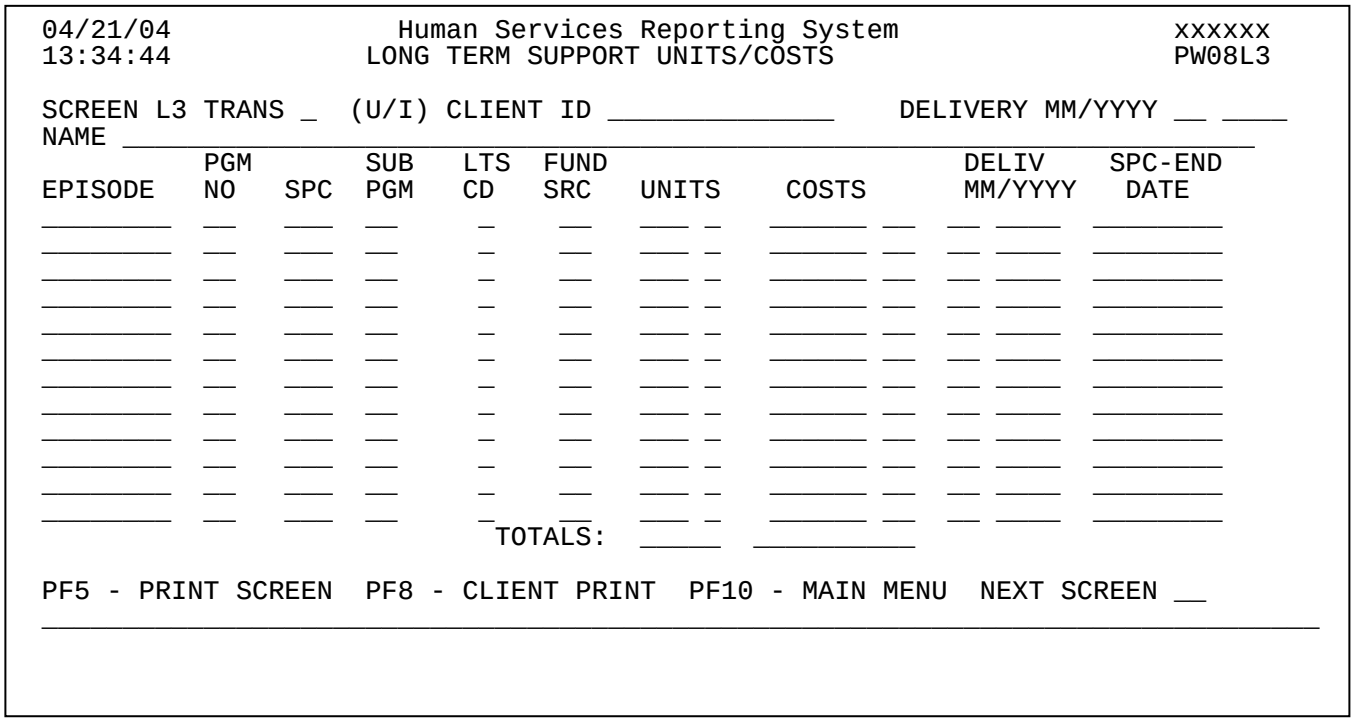
FUNDING SOURCE EDITS – A funding Source Code must be entered on each SPC with an LTS Code of:

8	CIP IB local match
B	BIW local match
I	Children's long term support - DD local match
K	Children's long term support - MH local match
M	Children's long term support - PD local match
SPC	899

EPISODE CLOSING – Closing an LTS episode requires three steps:
1) Every LTS SPC within that episode must be closed. SPCs can only be closed by the agency it belongs to.
2) If a slot was open, it must be closed. The Slot End Date must be greater than or equal to the latest SPC End Date attached to the slot.
3) After steps 1 and 2, Episode End Date and Closing Reason are entered.

OPEN A CLOSED EPISODE – Zero out the Episode End Date and Closing Reason.
Slot reopening is not allowed.

COP SPCs – The COP Assessment SPC 603/01 and COP Plan SPC 603/02 must be entered before COP Service SPCs are accepted. The SPC End Date for these two SPCs defaults to the SPC Start Date.



SCREEN L3 LONG TERM SUPPORT UNITS/COSTS

Use to update and inquire units and costs information.

NOTES

TRANS – The transaction types are U = Update and I = Inquiry.

DELIVERY MM/YYYY - Enter the delivery month and year at the top of the screen. If units for different months are entered on this screen, enter the delivery month and year in the DELIV MM/YYYY on the episode strip. The date entered on the strip will override the date entered at the top of the screen.

EPISODE – When making multiple entries for the same episode, you do not need to repeat the episode key on each line. Simply enter the episode key on the first entry line, then enter a quotation mark (“) under that episode key for each entry for this episode. This will eliminate the need to key the eight character episode key for each entry.

UNITS – Three whole numbers and one decimal place are provided. Do not enter the decimal point. The field right-justifies.

SCREEN L3 LONG TERM SUPPORT UNITS/COSTS (continued)

LTS units and costs cannot be changed for prior years due to the reconciliation process being completed and the data finalized. Call the SOS Desk for assistance.

CHANGING CURRENT YEAR UNITS TOTAL FOR A GIVEN MONTH
If units are already entered for an SPC for a given month, entering a different number of units for this program number for the same month on Screen L3 will REPLACE the old number of units. Use this method to error correct or update the actual total provided during a given month.

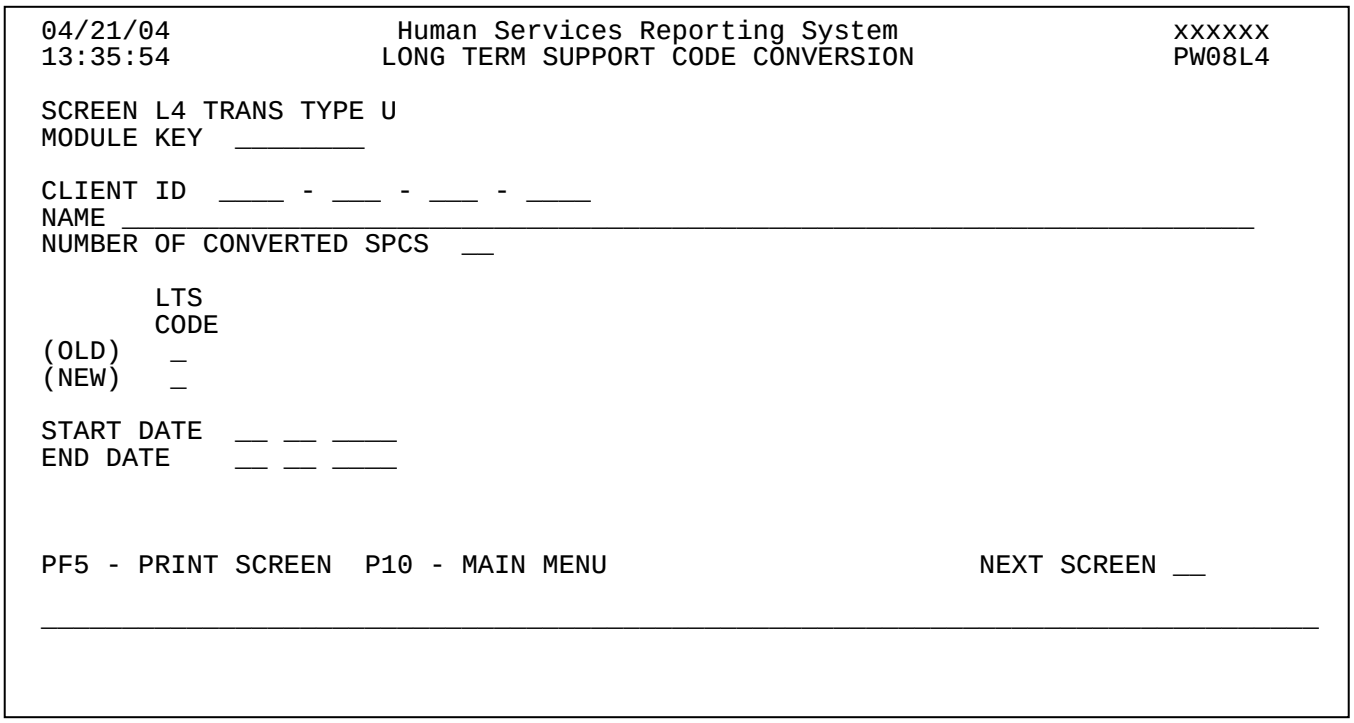
ADDING UNITS FOR A NEW MONTH
To add units for the same program but for a different month, enter the month and year for which you are entering the units and the number of units. Units cannot be added to existing monthly units - the new entry replaces the number.

COSTS – Six whole numbers and two decimal places are provided. Do not enter the decimal point. The field right-justifies.

Monthly costs up to $9,999.99 are allowed except for the following: Long Term Support codes 1, 4, 6, 8, B, F, G, H, I, J, K, L, M,and R will allow up to $99,999.99 per month for the following SPCs:

103/24	107/40
103/99	112/56
104/10	112/57
104/11	112/99
104/12	202/01
104/20	202/02
104/21	203
104/22	506/61
106/03	609/10
107/30	

INQUIRY – When an inquiry is done on L3, the Program Numbers and SPCs are displayed. The transaction type can then be changed to U (Update) and units and costs can be entered. If an LTS code is entered on the inquiry, only those LTS Program Numbers will be displayed. Example: Enter an I (Inquiry) transaction code, the episode key, and a 7 in the LTS CD (code) and only COP SPCs (code 7) will be displayed.



SCREEN L4 LONG TERM SUPPORT CODE CONVERSION

Use to convert LTS SPC codes from CIP II to COP - Waiver and vice versa.

NOTES

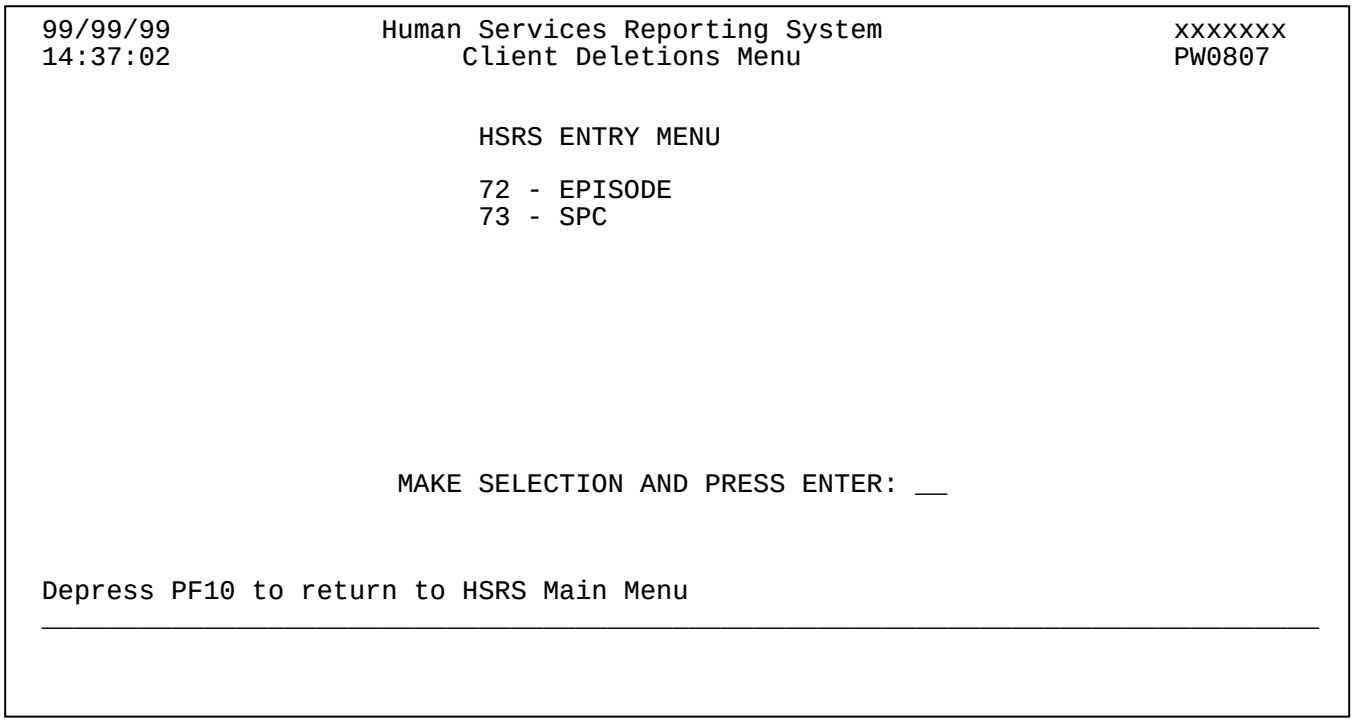
LTS CODE – Enter the current LTS code (old) of the SPCs you want to convert and the new LTS code.

START DATE & END DATE – These dates can be used to define a time period of conversion:
1) If both dates are entered, the system will convert all SPCs that would overlap this time period.
2) If a Start Date and no End Date is entered, the End Date is defaulted to today's date.
3) If an End Date but no Start Date is entered, the Start Date is defaulted to the Start Date of the episode.
4) If both dates are left blank, the time period will cover the episode and every SPC with the correct LTS Code will be converted.

After entering the information on the screen, press ENTER a first time. If everything is correct the system will return the number of SPCs to be converted. Press ENTER a second time to actually proceed with the conversion, or press F10 to cancel the conversion. The program will also check for any overlap between SPCs with different Waiver codes that would result from the conversion. In such cases, the program would automatically cancel the conversion. A correction of the time window would probably resolve the problem.

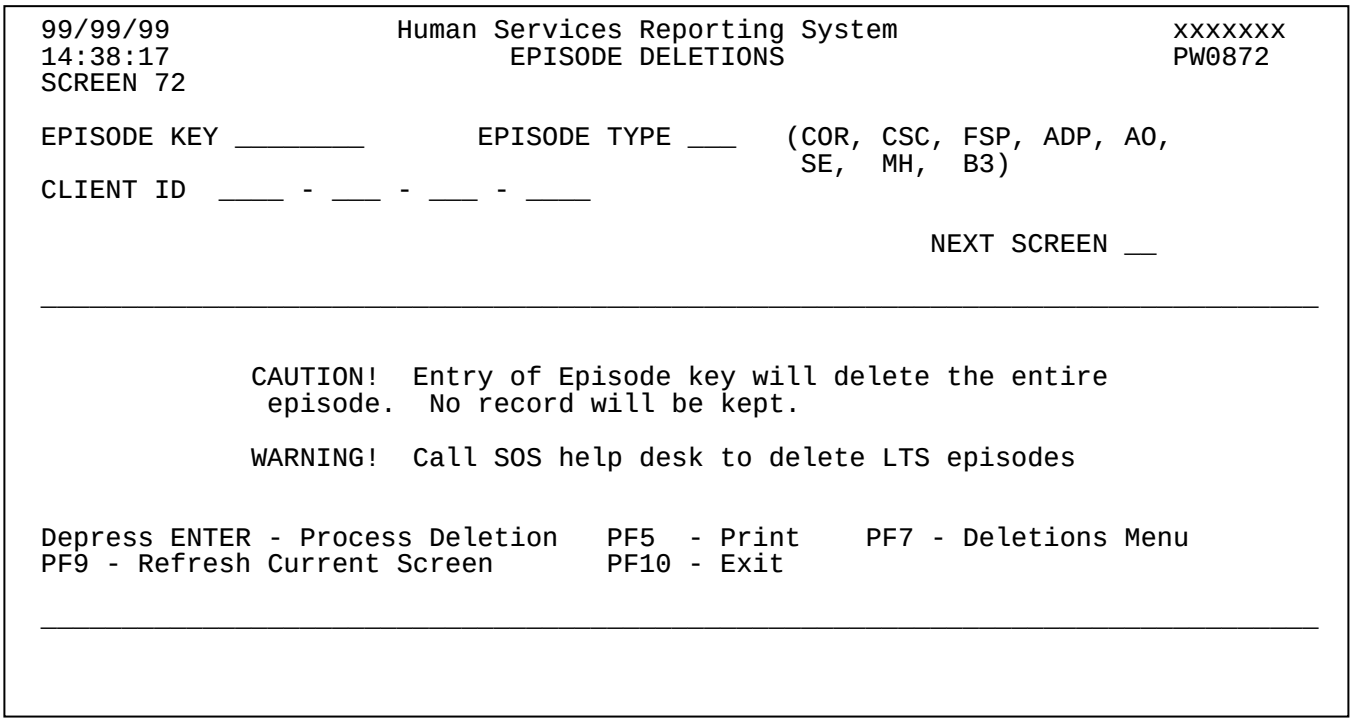
+

XVIII. CLIENT DELETIONS SCREENS



SCREEN 07 CLIENT DELETIONS MENU

Use to delete programs and episodes which never should have existed. The delete should not be used to close services or episodes when activity ends, because the delete erases rather than closes.



SCREEN 72 EPISODE DELETION

Use to delete an episode.

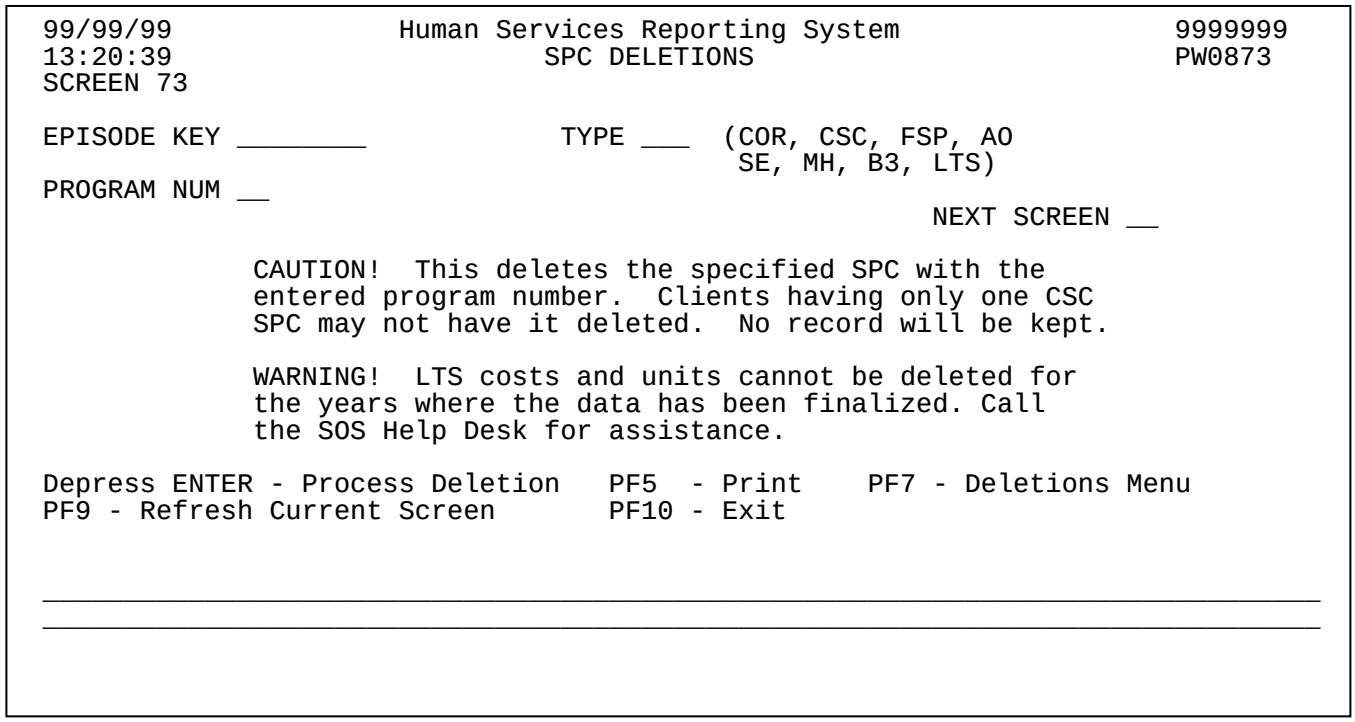
NOTES

Episode Type
- COR= Core
- FSP = Family Support Program
- AO = Alcohol and Other Drug Abuse
- MH = Mental Health
- B3 = Birth to Three Program

CAUTION! – Entry of Episode Key will delete the entire episode. No record will be kept.

If this is the only episode the client has, deletion of the episode will delete the client registration information also. In other words, the client will no longer be on the reporting system.

Call the SOS Desk to delete LTS episodes.



SCREEN 73 SPC DELETION

Use to delete specific SPCs or clusters.

NOTES

Type - COR = Core
FSP = Family Support Program
AO = Alcohol and Other Drug Abuse
MH = Mental Health
B3 = Birth to Three Program
LTS = Long Term Support

CAUTION! – This deletes the specified SPC with the entered Program Number. No record will be kept.

WARNING! – LTS costs and units cannot be deleted for the years where data has been finalized. Call the SOS Desk for assistance.

XIX. **MODULE TYPE** (MOD TYPE, MOD, MT)

Used on HSRS reports.

1 = CORE	Human Services Reporting System
5 = FSP	Family Support Program
6 = AODA	Alcohol and Other Drug Abuse
9 = MH	Mental Health
0 = B3	Birth to Three Program
A = LTS	Long Term Support

XX. HSRS PROVIDER NUMBER REQUEST

Provider number requests may be sent via:

E-mail: soshelp@dhfs.state.wi.us
FAX: (608) 267-2437
Mail: SOS Desk
1 W. Wilson St., Room 851
P. O. Box 7851
Madison, WI 53707-7851

Please include agency name along with a requestor name when submitting requests.

Please include both the COUNTY FACILITY IS LOCATED IN code and the REQUESTING AGENCY REPORTING UNIT code.

HOW TO REQUEST A NEW PROVIDER NUMBER
Below is the proper format to use when requesting provider numbers.

Provider Number		
Facility Name	Lewis Adult Family Home	
Operator(s) Parent Org*	Ed & Edna Lewis	
Address	209 Parker St.	
City & State	Madison, WI	
Zip Code	53713	
County Facility Is Located In	013	
Provider Type	36	
License Type	02	
Lic Agy Name*	Dane HSD	
Requesting Agency RU Code	4013	
Current Monthly Rate**		Board Op Facility**
Current Daily Rate**		Prev Monthly Rate**
Active Prov Ind**		Prev Daily Rate**
Date Keyed**		Effective Date**

* - Optional Fields - Still must allocate space on request, even if you do not write text in these fields.

** - These fields have a default associated with them. You may use the default by leaving the field blank, but you must still allocate space on your request for the fields.

HOW TO REQUEST A CHANGE FOR A PROVIDER NUMBER
Whenever requesting a change for a provider always include the name, provider number, and the information that has been changed.

HSRS PROVIDER NUMBER REQUEST FORM

Date _____ Requester Name _____ Agency _____

_____ Provider Number

_____ Facility Name

_____ Operator(s)/Parent Organization

_____ Address

_____ City, State

_____ Zip Code

_____ County Code Facility Is Located In

_____ Provider Type

_____ License Type

_____ Licensing Agency Name

_____ Requesting Agency Reporting RU

_____ Board Operated Facility

_____ Active Provider Indicator (Y or N)

HSRS PROVIDER AND LICENSE TYPES

PROVIDER TYPE

22	Foster Home - Children
23	Group Home - Corporate - For Profit
24	Group Home - Corporate - Non-Profit
25	Group Home - Unincorporated
26	Detention Facility
27	Shelter Care Facility
28	Residential Care Center - Private, For Profit
29	Residential Care Center - Private, Non-Profit
30	Residential Care Center - Public
31	School For The Blind Or Deaf
32	Center for Developmentally Disabled
33	State Mental Health Institute
34	Non-State Operated Psychiatric or Specialty Hospital
35	General Hospital
36	Adult Family Home
37	CBRF - (5 -8 Residents)
38	CBRF - (9-16 Residents)
39	CBRF - (17 + Residents)
40	ICF-MR Facility
43	Adult Day Care
44	Substitute Care Parent Agencies
70	Supportive Home Care (Individual)
71	Supportive Home Care (Direct)
72	Supportive Home Care (Contract)
76	In-Home Child Care (Relative)
77	In-Home Child Care (Non-Relative)
78	Family Day Care (Relative)
79	Family Day Care (Non-Relative)
80	Group Center - Child Day Care
82	Sheltered Employment Facility
83	Day Services (Non-Medical) Facility
84	Day Services (Medical) Facility
85	Outpatient Facility/Service Office
86	Nursing Home
87	Transitional Living Program
88	Approved Ancillary Services (As listed in the Allowable Costs Manual)
89	Other (Including Respite Care and Direct Grants)

LICENSE TYPE

00	Not Licensed
01	Licensed by State of WI
02	Licensed or Certified by a County in WI
03	Licensed By State of WI & County Certified
04	Licensed by a Private Organization or another State
05	Tribal

COUNTY OF RESIDENCE CODES

001	Adams	025	Iowa	049	Portage
002	Ashland	026	Iron	050	Price
003	Barron	027	Jackson	051	Racine
004	Bayfield	028	Jefferson	052	Richland
005	Brown	029	Juneau	053	Rock
006	Buffalo	030	Kenosha	054	Rusk
007	Burnett	031	Kewaunee	055	St Croix
008	Calumet	032	La Crosse	056	Sauk
009	Chippewa	033	Lafayette	057	Sawyer
010	Clark	034	Langlade	058	Shawano
011	Columbia	035	Lincoln	059	Sheboygan
012	Crawford	036	Manitowoc	060	Taylor
013	Dane	037	Marathon	061	Trempealeau
014	Dodge	038	Marinette	062	Vernon
015	Door	039	Marquette	063	Vilas
016	Douglas	040	Milwaukee	064	Walworth
017	Dunn	041	Monroe	065	Washburn
018	Eau Claire	042	Oconto	066	Washington
019	Florence	043	Oneida	067	Waukesha
020	Fond du Lac	044	Outagamie	068	Waupaca
021	Forest	045	Ozaukee	069	Waushara
022	Grant	046	Pepin	070	Winnebago
023	Green	047	Pierce	071	Wood
024	Green Lake	048	Polk	072	Menominee
				303	Out of state

084	Menominee Indian Reservation
085	Red Cliff Indian Reservation
086	Stockbridge Munsee Indian Reservation
087	Potawatamie Indian Reservation
088	Lac Du Flambeau Indian Reservation
089	Bad River Indian Reservation
091	Mole Lake Indian Reservation
092	Oneida Indian Reservation
094	La Courte Oreiles Indian Reservation
095	St Croix Indian Reservation

XXI. ORDERING FORMS/FINDING FORMS

HSRS forms are free and may be ordered by:

- Completing a DMT-25 FORMS/PUBLICATION REQUISITION and mailing it to the address on the form,

  OR

- electronically ordered at http://dhfs.wisconsin.gov/forms/PrintFormsOnline.htm

Copies of HSRS forms can be found at:

- www.dhfs.wisconsin.gov/forms/index.htm

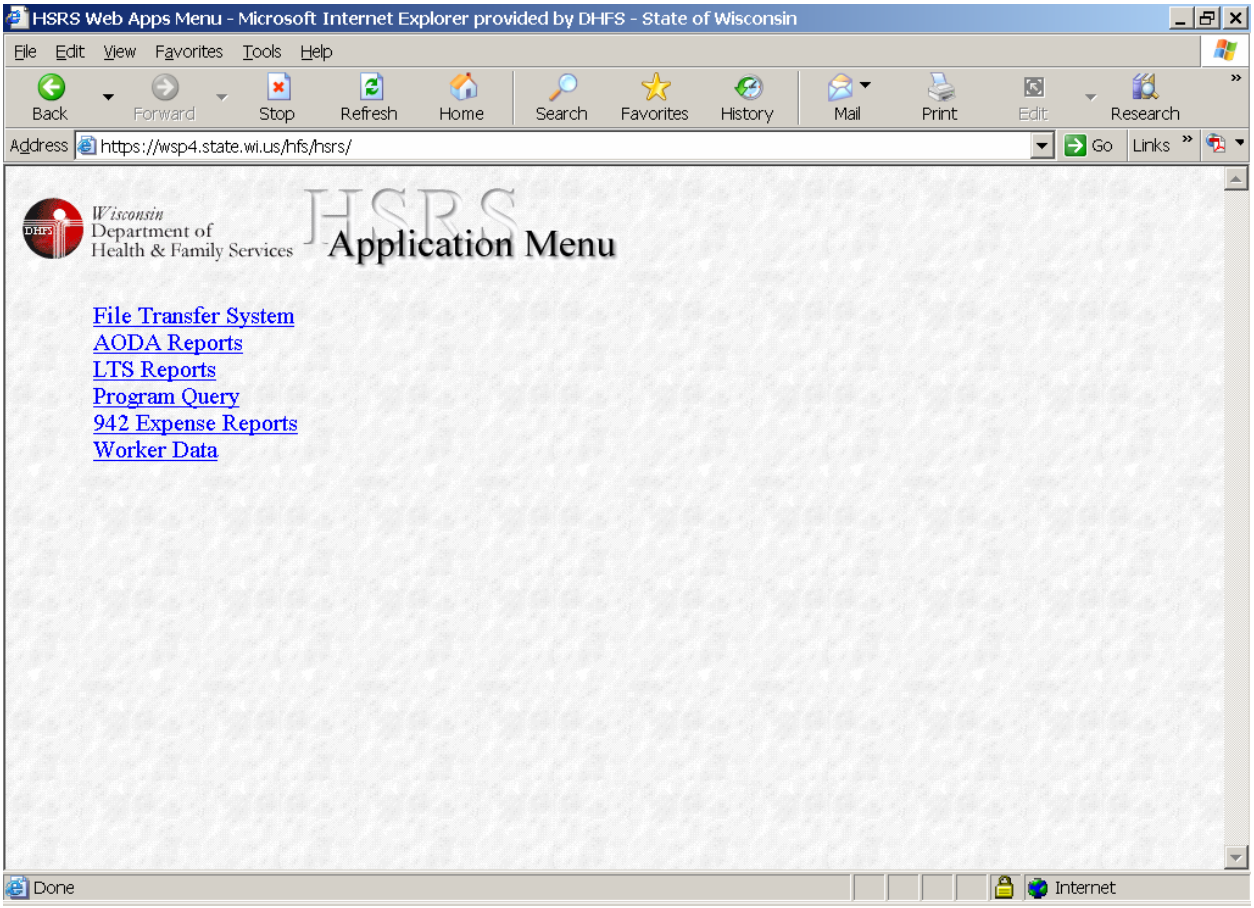
XXII. EXPENSE REPORT FOR HUMAN SERVICE PROGRAM DDE-942

Expenditure reports are due annually. January - December expenditure reports are due March 25th of the following year. All reports must be submitted via the Internet at http://wsp4.state.wi.us/hfs/hsrs/F942_943. Or you may click on the link from the HSRS Application Menu at http://wsp4.state.wi.us/hfs/hsrs

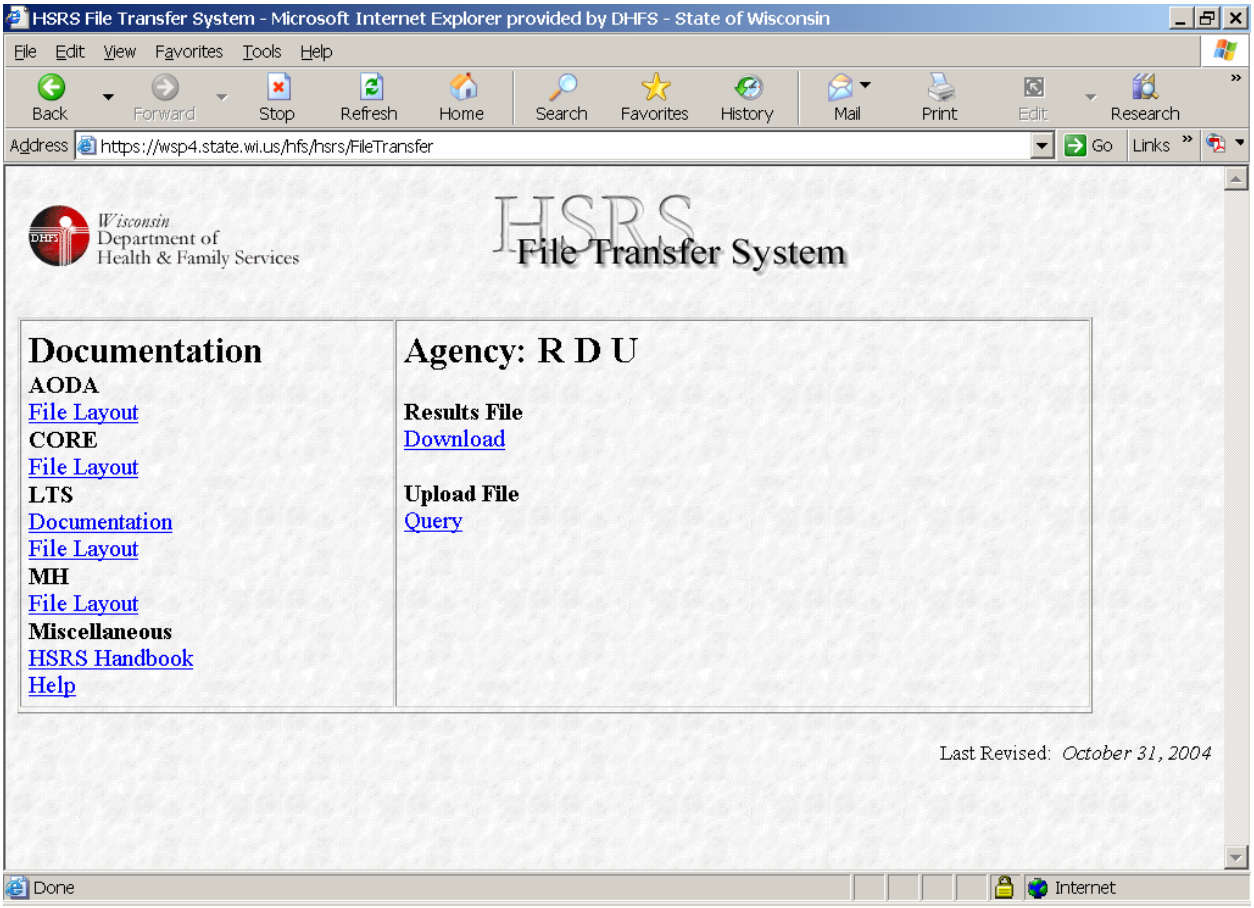
SPCs down the left side of the form are highlighted links. Click on the SPC link you wish to enter and a screen with just that SPC will come up with enterable boxes under the appropriate Target Group columns. When that line is completed, click SUBMIT. Each line must be submitted separately. Use the drop down menu near the center top for the screen to select the next SPC, or click back and then select the next SPC from the left side.

When finished, the entire form can be displayed to check for accuracy and printing if desired.

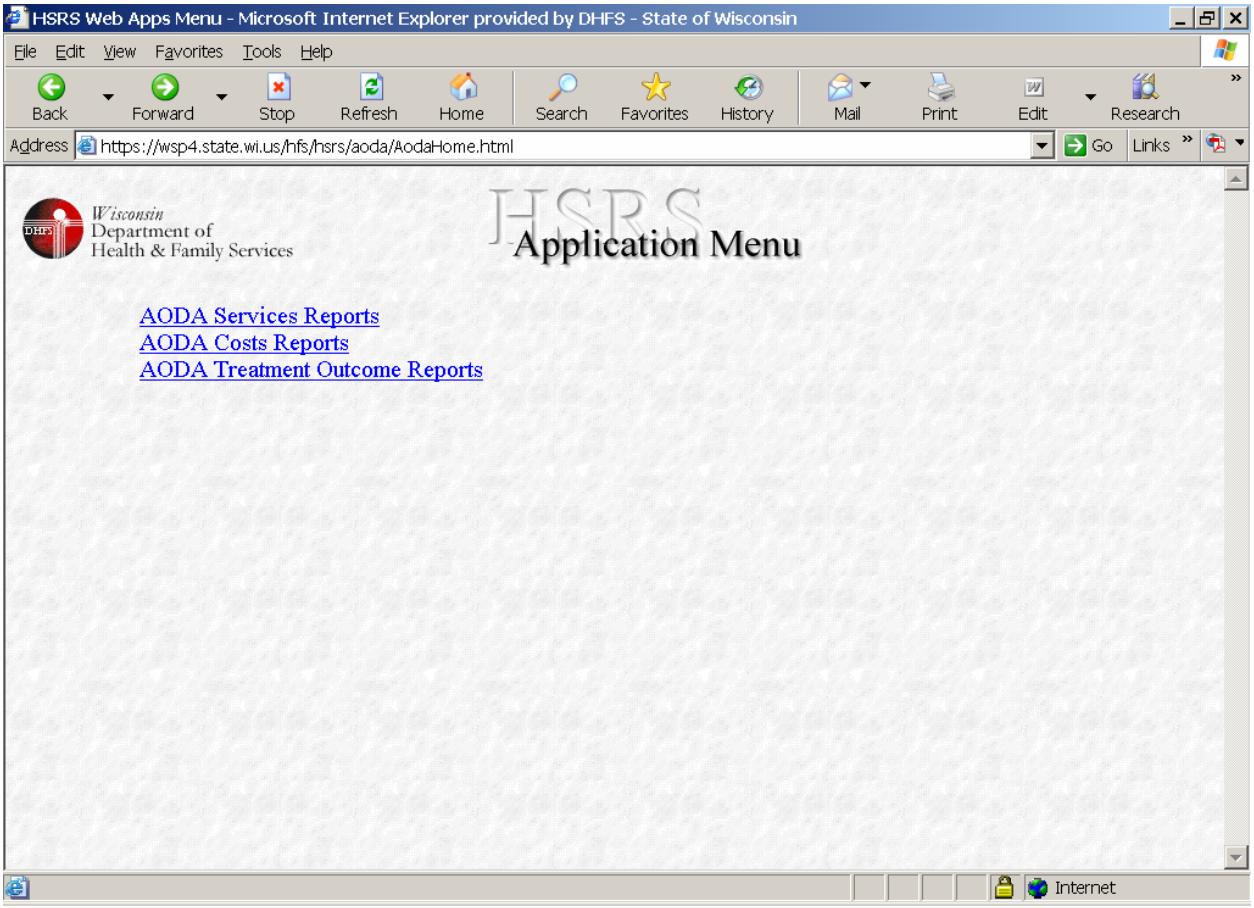
XXIII. HSRS APPLICATION MENU



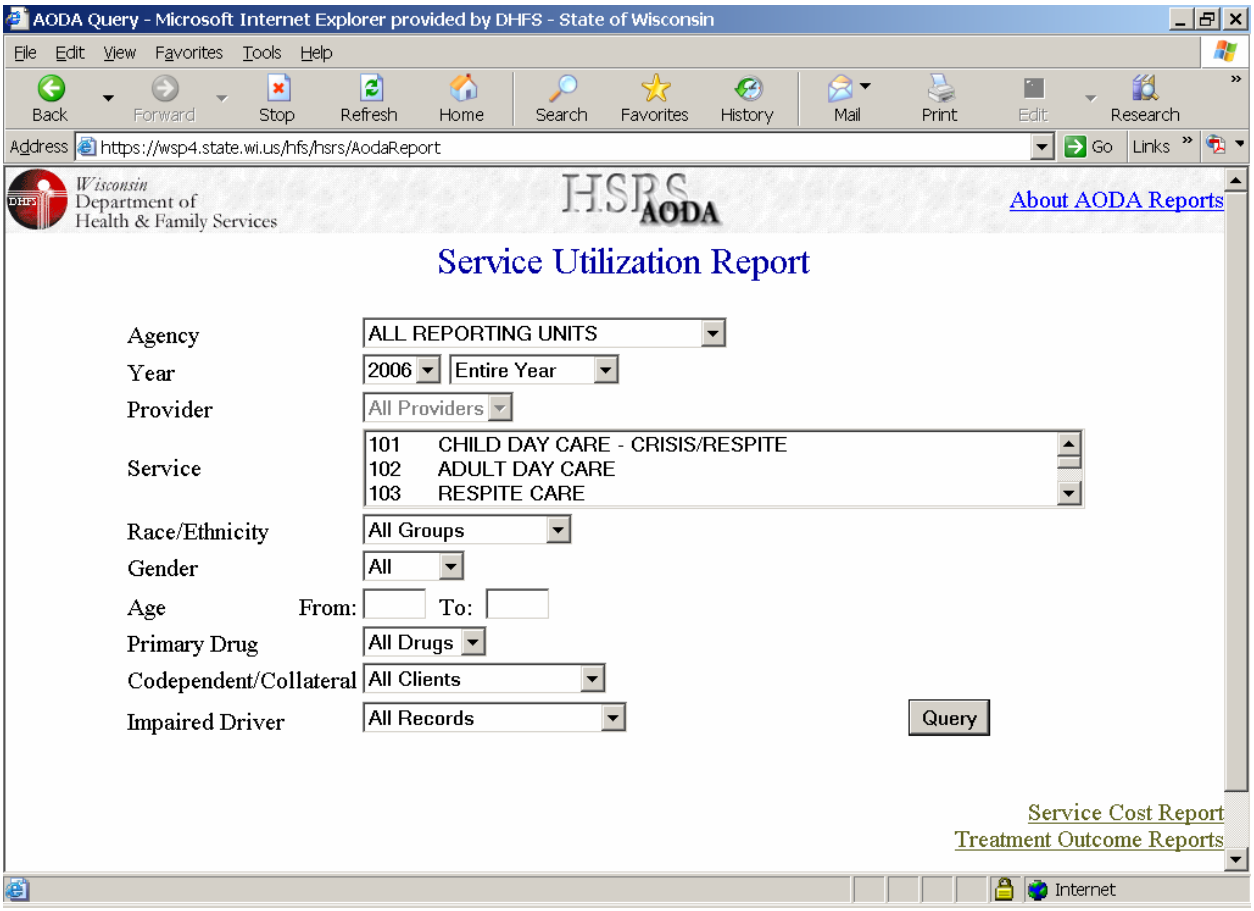
HSRS APPLICATION MENU - Lists the various web pages available to HSRS users.



HSRS FILE TRANSFER SYSTEM (FTS) – The FTS allows counties that collect data on their local system to produce an extract file which is then uploaded to the State mainframe for processing. The following State business day a file showing the results may be downloaded. In addition to the upload and download functions, this screen also provides links to the file layouts for each module type available through FTS, as well as the HSRS Handbook.

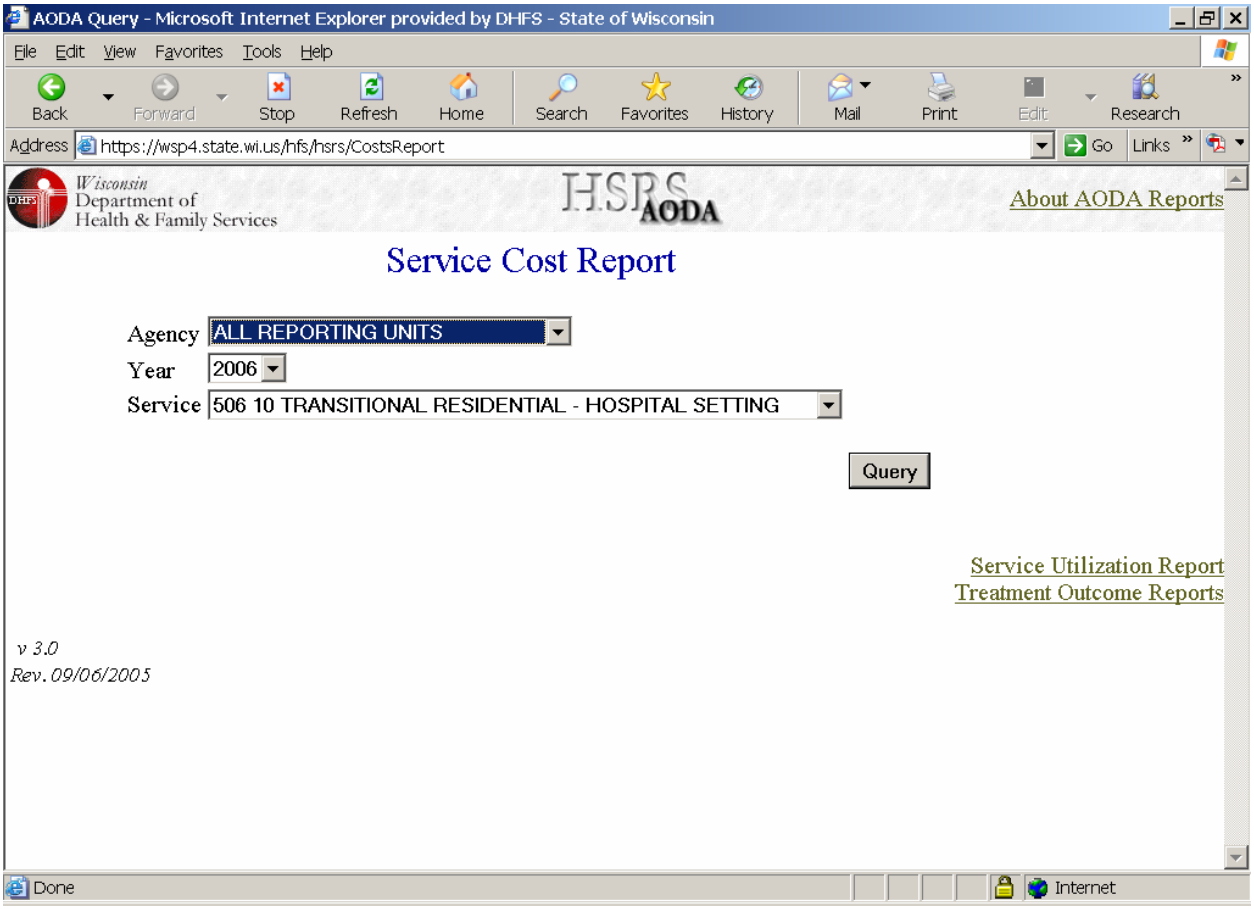


HSRS ADOA APPLICATION MENU – Allows users to generate on-demand reports for various AODA data elements.



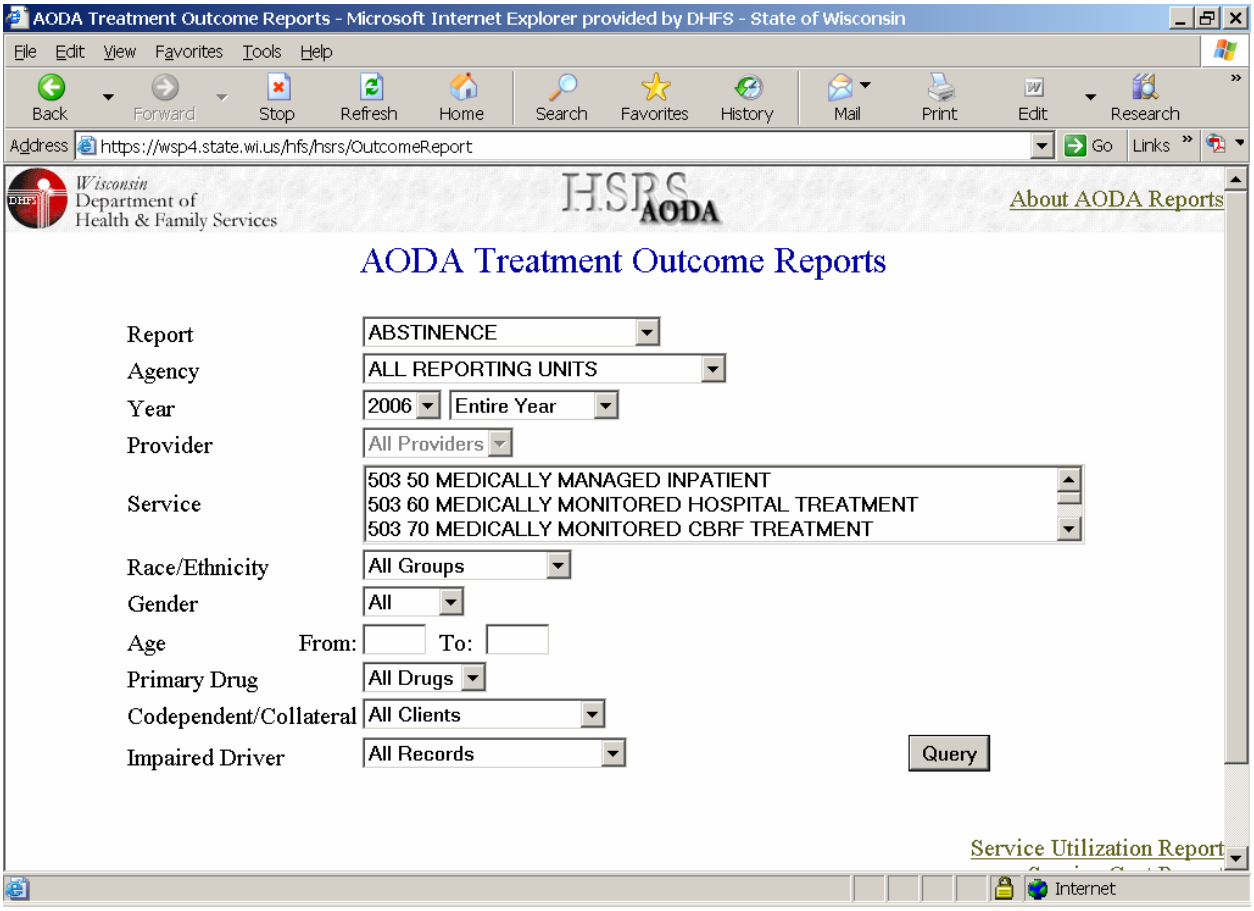
HSRS AODA SERVICE REPORTS

Contains by SPC/service: - carried over prior to (year)
- carried over from (year)
- admissions (year)
- terminations (year)
- carried forward
- units of service (year)
- clients no units reported (year)
- clients units reported (year)



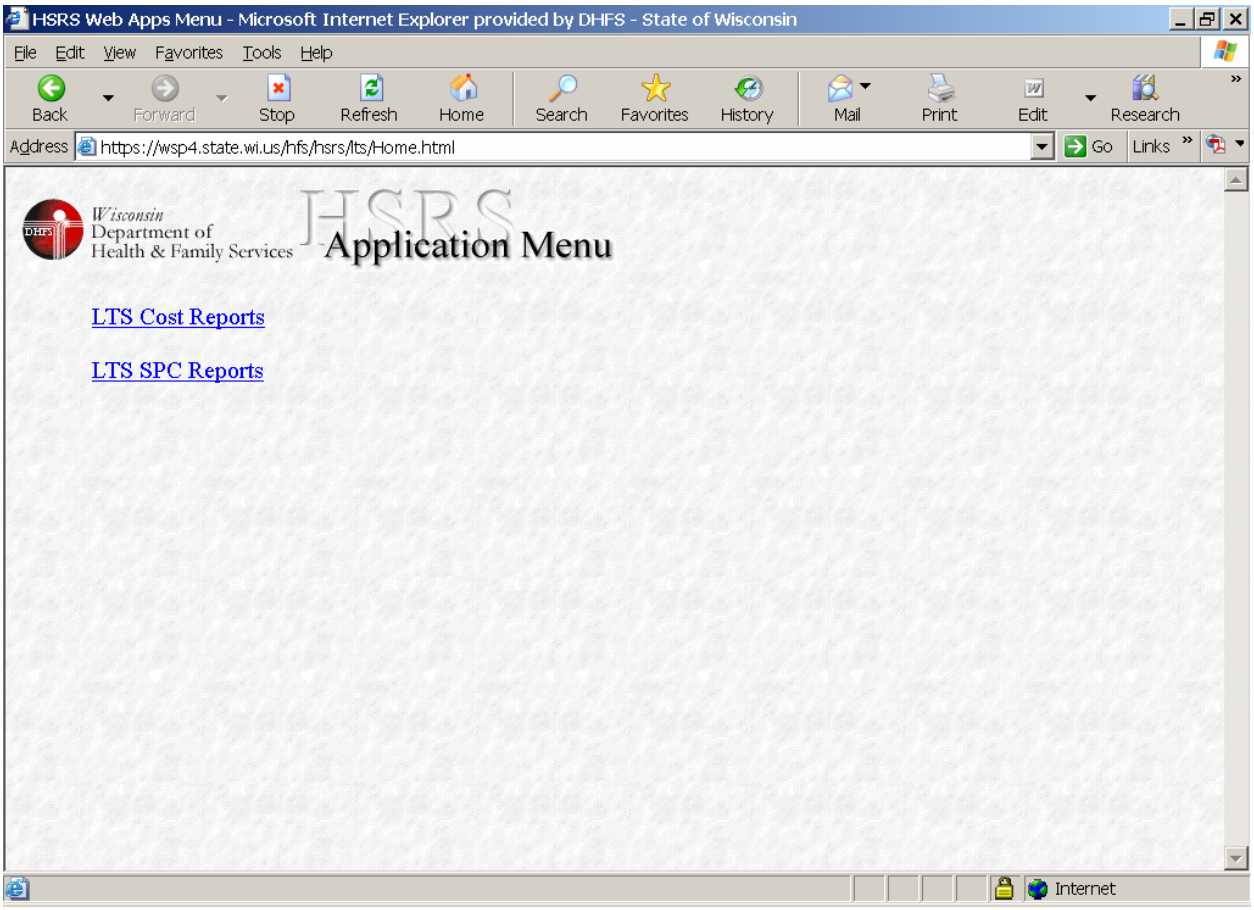
HSRS AODA SERVICE COST REPORT

Contains by SPC/service:
- clients without units
- clients with units
- clients discharged
- total units
- average units for discharge
- expenses all sources
- estimated unit cost

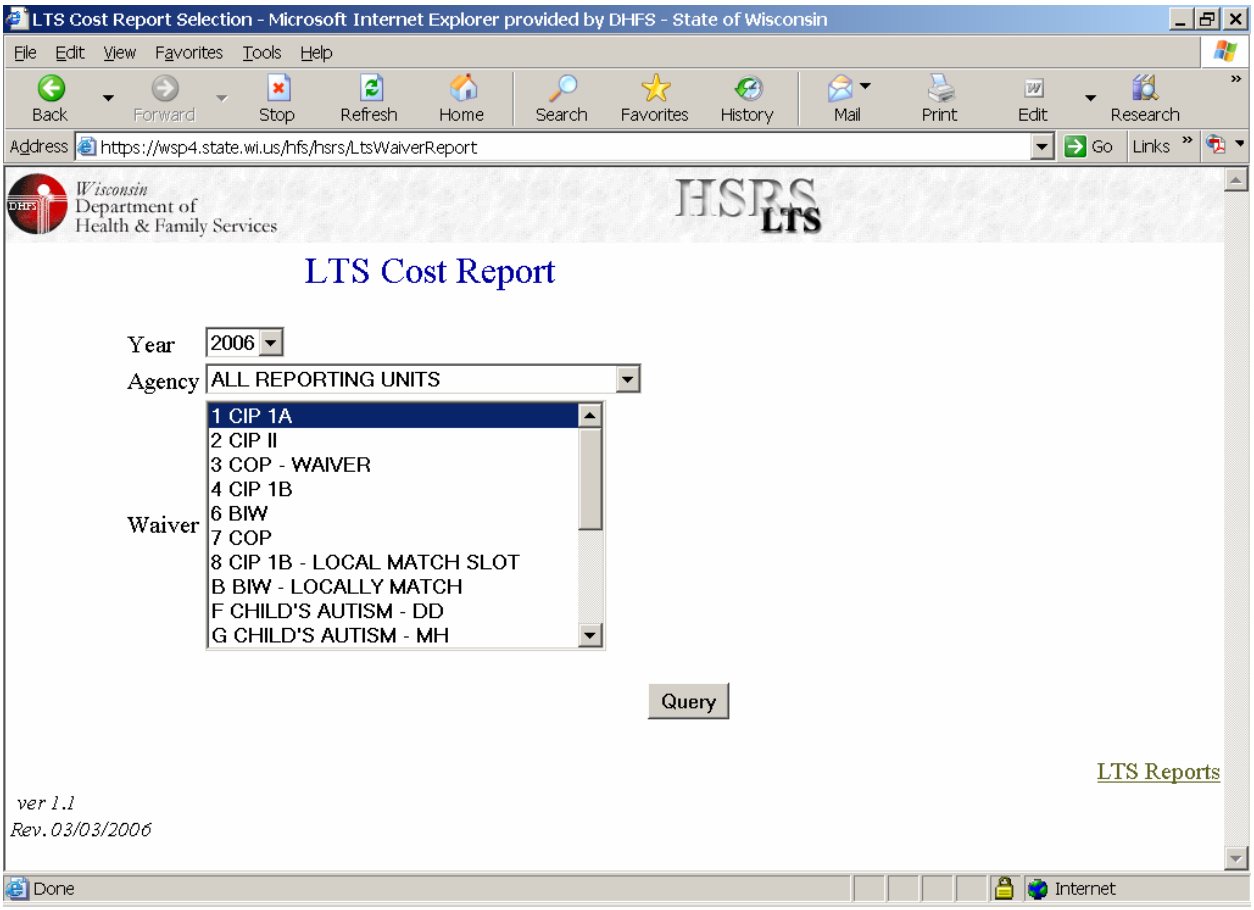


HSRS AODA TREATMENT OUTCOME REPORTS

Contains by SPC/service:
- discharges
- missing data
- number completing with improvement
- percent completing with improvement

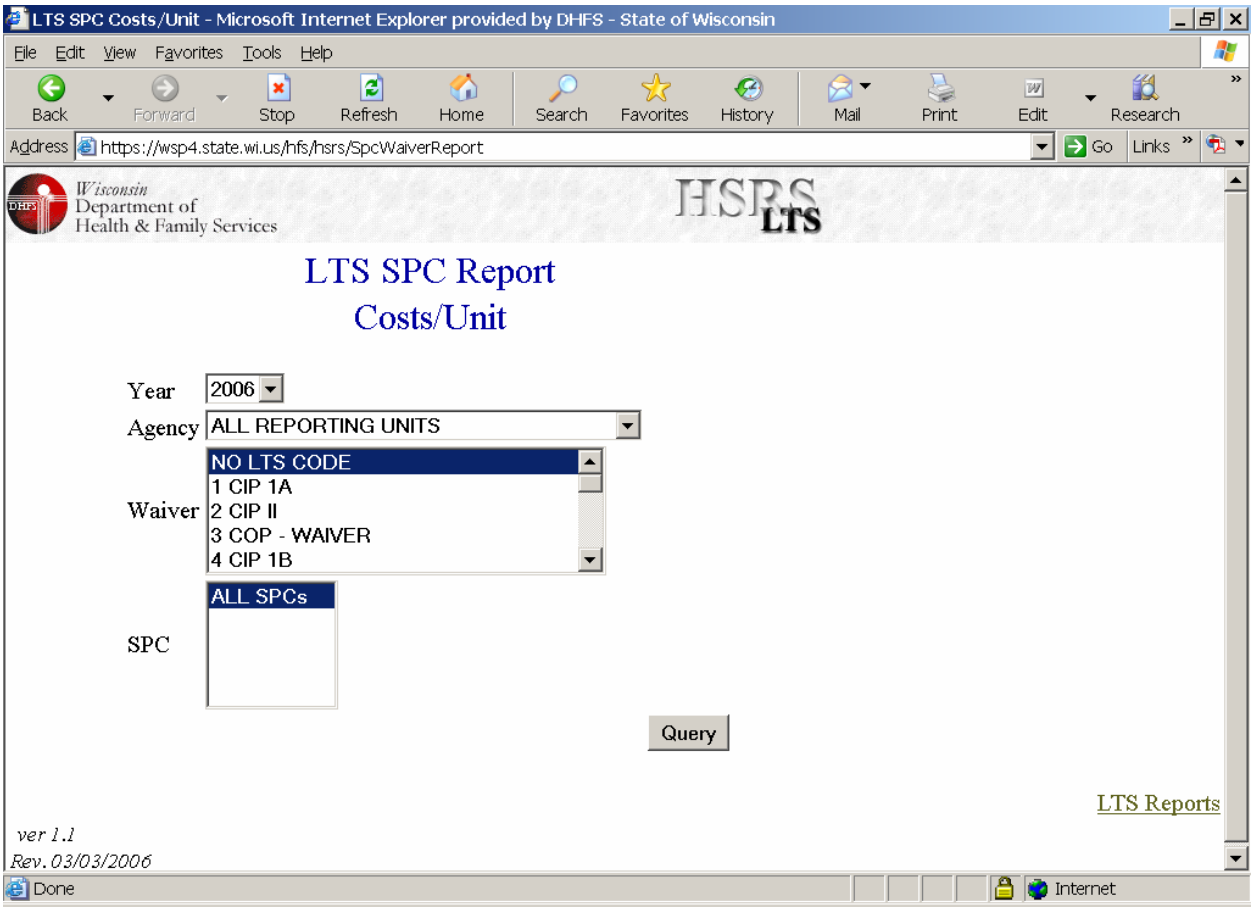


HSRS LTS APPLICATION MENU - Lists LTS cost and service reports available to HSRS users.



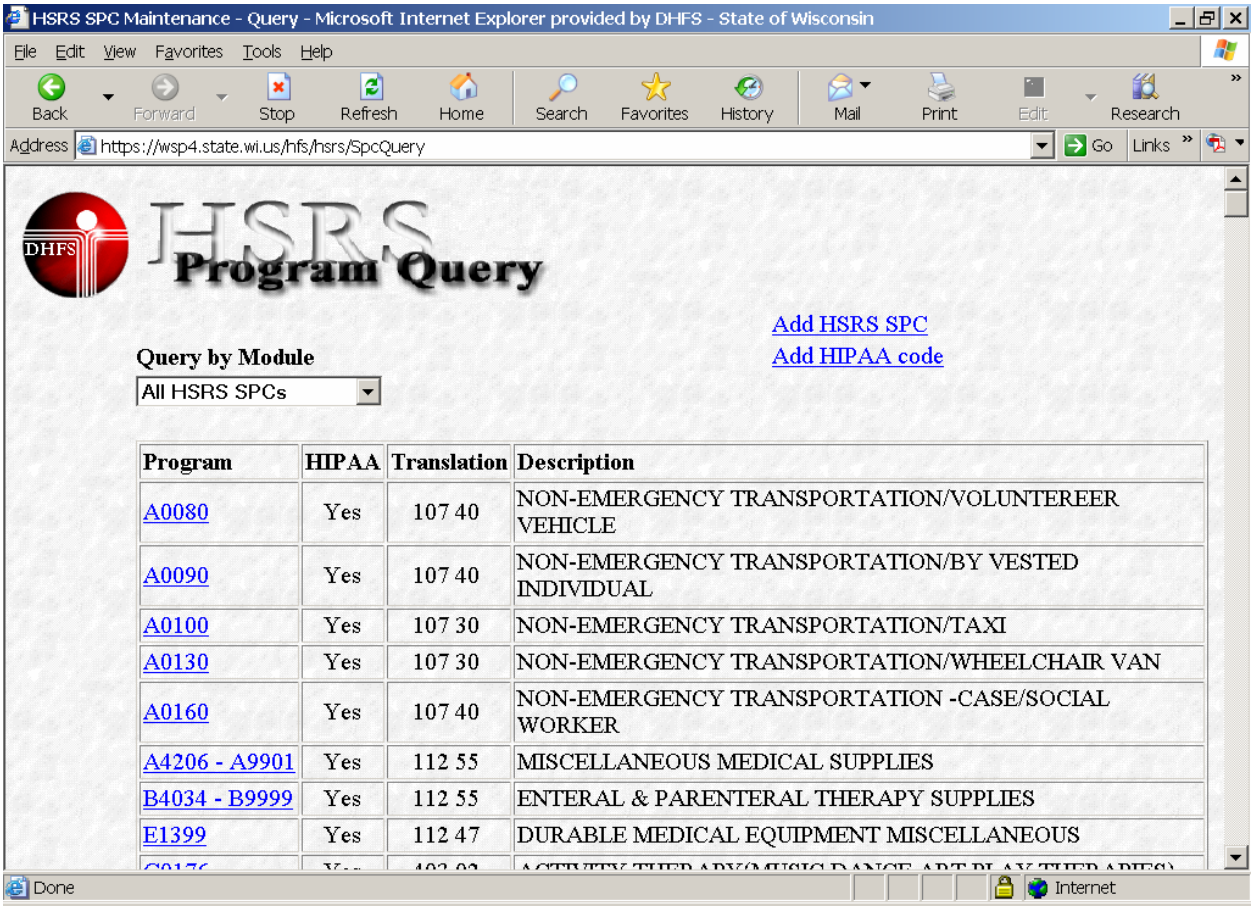
LTS COST REPORT

Contains by waiver program:
- unduplicated client counts
- costs
- days of service
- costs per day

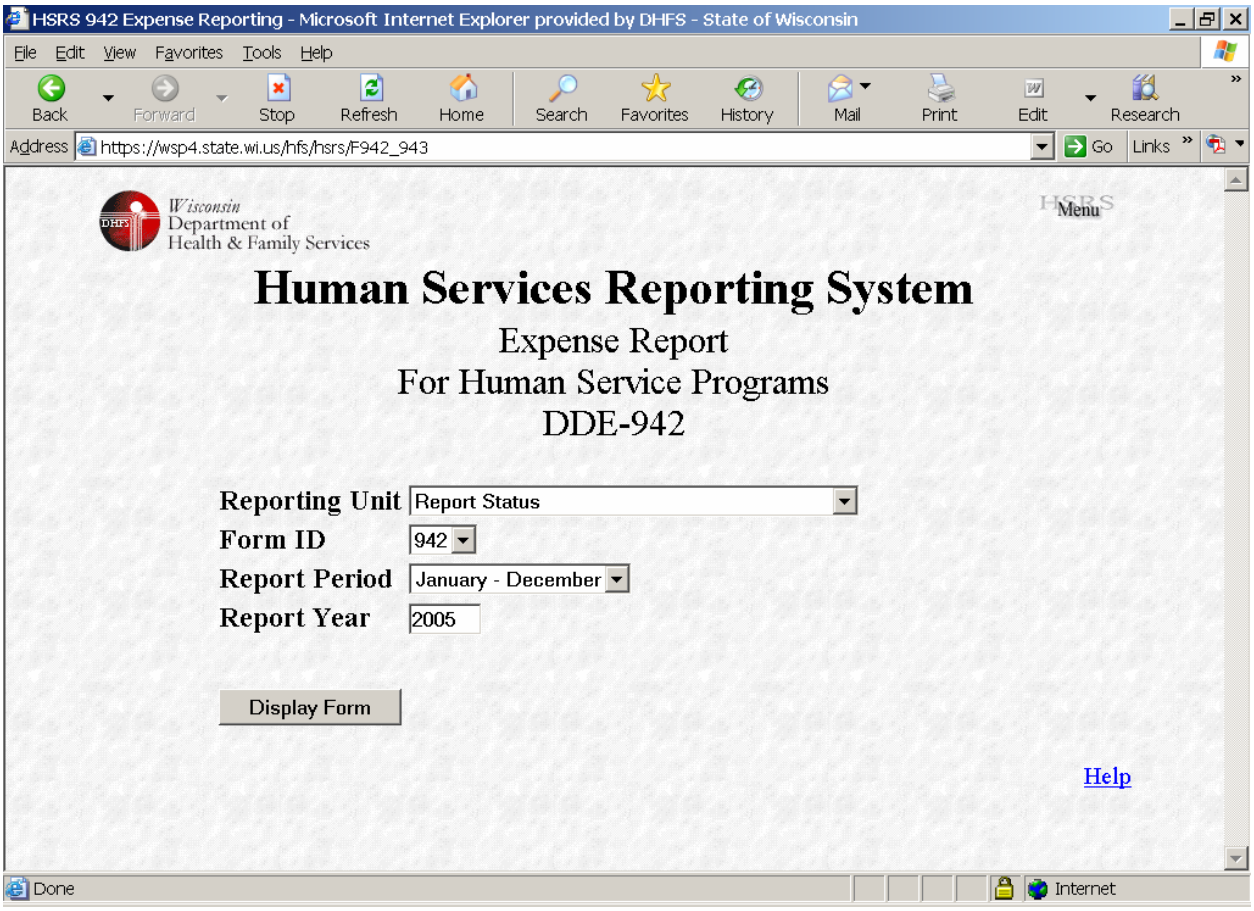


LTS SPC REPORT

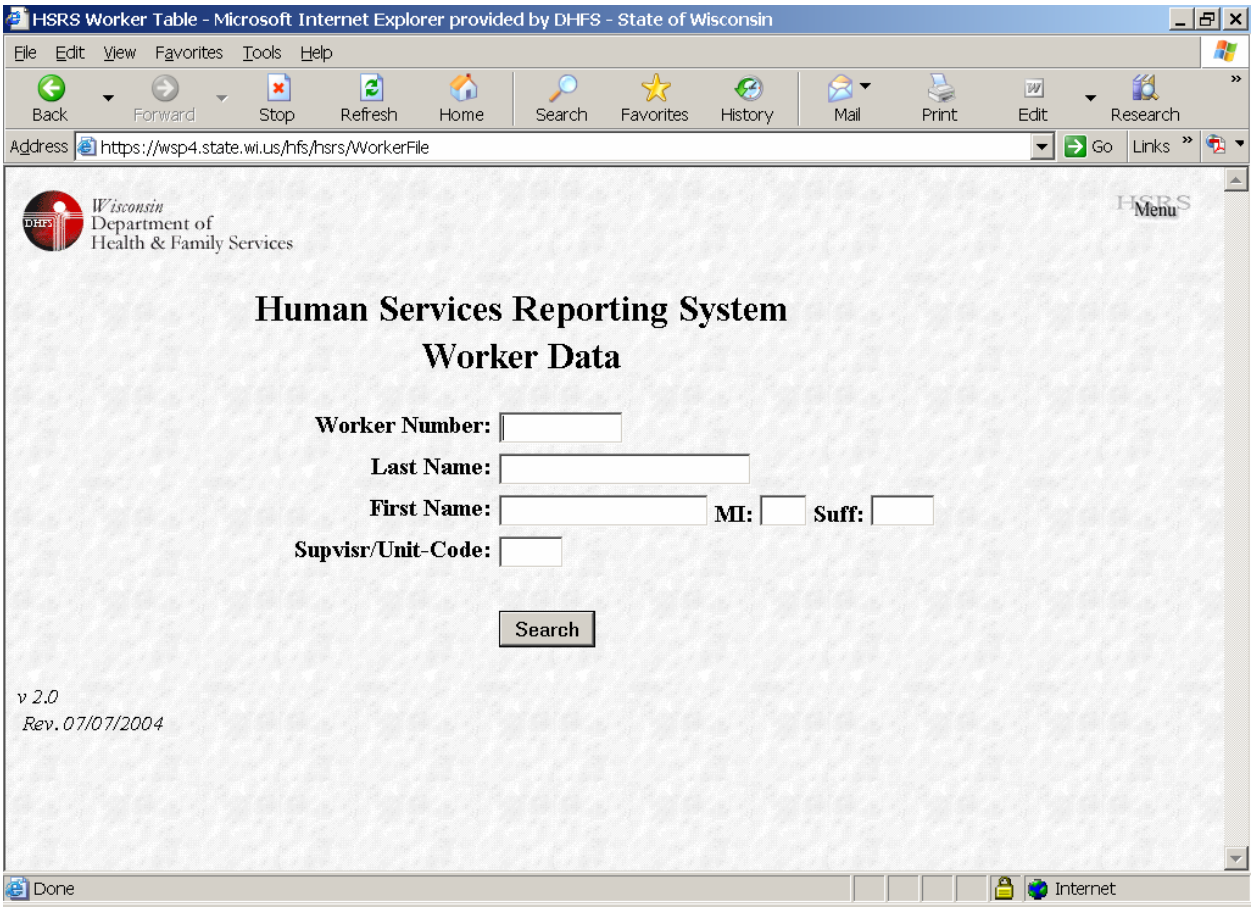
Contains by SPC/service:
- unduplicated client counts
- costs
- days of service
- costs per day
- units
- costs per unit



HSRS PROGRAM QUERY – Allows all users to view SPC code descriptions, and HIPPA equivalents. Central office staff use this screen to update SPC data.



HSRS 942 EXPENSE REPORTS – Screen used by counties to report their 942 expense data on an annual basis. Also used by Central Office staff to view individual county data.



HSRS WORKER DATA – Used to inquire on worker data. All workers in a reporting unit can be found by entering the first five digits and an asterisk (*).